

# Production Park

## Risk Assessment

Task:	To help manage the risk from Coronavirus (COVID-19)	Ref:	RA001
Persons Affected:	Employees, Contractors, Visitors, Delivery Personnel	Site:	Langthwaite Grange Industrial Estate, 5 Langthwaite Road, South Kirkby, Pontefract, WF9 3AP

Hazard	Hazard Effect	Risk			Control Measures	Residual Risk		
		S	L	TR		S	L	TR
Persons in the workplace that are showing signs and symptoms (as detailed by the Government / Public Health England)	Passage of the virus through mouth, nose, eyes due to inhalation or due to contact by items which have the virus on them such as hands, fingers, cups etc. Impact of Coronavirus (COVID-19) infection is likely to be low unless the person is in a high risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.	5	4	20	All persons that show any of the signs and symptoms should immediately self isolate for a period of seven days. In addition all persons that live with the affected person must also self isolate for fourteen days. This will include all persons that may be sharing accommodation for work purposes if they are working away from home. Persons that show signs or symptoms whilst they are at work must go home immediately without delay and enter into self isolation. The employees will now be able to sign up for a test to confirm whether the symptoms are COVID related or not. Where it is thought that any person has been present in a workplace that has signs and symptoms of the virus then a suitable deep clean of the affected area should be arranged before any person is allowed to return to this area.	2	1	2
Extremely clinically vulnerable or clinically vulnerable people within the workplace		5	4	20	The Employer should identify any persons either in their employment or who may undertake voluntary works on their behalf that may be extremely clinically vulnerable. If persons in this category are identified then they should be shielding at home and not permitted into the workplace until at least the 01 <sup>st</sup> August 2020 (current guidance). This date and duration may change in the future and current government guidance should be monitored on this. If the clinically vulnerable people wish to return to work then a specific risk assessment should be carried out for each one to	2	1	2

<p>Close contact of personnel whether at work or travelling on behalf of the company</p>		5	4	20	<p>determine whether it would be safe for this to occur.</p> <p>Where possible working from home practices shall be implemented.</p> <p>Where possible employees should not be requested to carry out car sharing as this will not maintain a 2m distance. The current car parking arrangements should be reviewed to ensure that there is adequate provision taking into account possibility of additional vehicles being present.</p> <p>Whilst at work a distance of 2m shall be maintained with all employees. Tape shall be applied to the floor surfaces to indicate 2m distancing throughout.</p> <p>The 2m distancing is the main objective however if there are tasks where 2m cannot be achieved then 1m distance plus additional mitigating measures may be implemented. The additional mitigating measures may include:</p> <ul style="list-style-type: none"> <li>• When relocating workstations consideration shall be given to placing in such a position where the employees can work back to back or side to side rather than being face to face with each other.</li> <li>• The provision of Perspex screens between work stations or areas</li> <li>• Works to be limited to a short a duration as possible</li> <li>• Further increasing the frequency of hand washing and surface cleaning</li> <li>• Reducing the number of people that have to work at this distance and have fixed teams or pairing rather than rotating the works between different employees</li> <li>• Where a screen cannot be used due to the nature of the works ie manual handling during loading / unloading, then both employees involved in the task shall wear a face covering</li> </ul> <p>Safety signage shall be displayed advising that social distancing measures are in place within the workplace.</p> <p>Where required the work activities shall be staggered in a pattern that reduces the number of employees in the premises at any one</p>	2	1	2
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Contaminated and dirty surfaces where the virus may be present		5	4	20	<p>time.</p> <p>The flow of pedestrian traffic in the workplace shall be reviewed. If possible one way systems shall be implemented to reduce the need for persons to pass each other in narrow areas. This may include the opening of some doors that are not normally used for entrance or egress points.</p> <p>Rest breaks may be staggered to ensure that rest areas are not overwhelmed at any one time. Tables shall be repositioned to maintain the 2m distance and if required chairs removed from the area to reduce the number of people that can sit in the rest area at any one time.</p> <p>Face to face meetings should not take place unless they absolutely essential and critical to the business continuing. Where possible make use of video conferencing. Where face to face meetings have to take place then they should be undertaken with only minimal number of people present and the 2m distance should be maintained at all times. Shared items should not be provided in the meetings ie pens. Adequate ventilation should be maintained in meeting rooms with windows and doors being opened throughout the duration.</p> <p>Where possible all long distance travel (both UK and abroad) should be avoided due to the possibility of further contact in areas such as service stations, railway stations, airports.</p> <p>The current cleaning arrangements should be reviewed to ensure that they are adequate. Existing arrangements may need to be increased. At least one workplace clean should be undertaken a day depending on the number of persons present this may need to be increased further. Additional consideration should be given to areas that may not routinely cleaned such as door handles, light switches, banisters etc.</p> <p>Employees may be required to assist with cleaning of surfaces in the workplace. They can be provided with anti bacterial wipes and asked to clean down their desk surfaces along with key boards / mice etc.</p> <p>Employees should be restricted from using shared equipment.</p>	2	1	2
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<p>Inadequate welfare facilities / provision</p>		5	4	20	<p>Where equipment has to be shared between the employees then antibacterial wipes should be provided in each area and the employees instructed to clean the surfaces, handles or switches down after they have used the item.</p> <p>A review should take place of the current welfare facilities to ensure that they remain adequate.</p> <p>Additional washing facilities shall be provided at entrance and exit points to the premises. Checks should be taken at regular intervals as it is most likely that the cleaning agents provided will be depleted far quicker than under normal circumstances and will require replenishing more often.</p> <p>Display signage advising on the requirement for regular / increased hand washing.</p> <p>Employees shall not share items of crockery or cutlery. Ensure that there is enough provision available for each employee. Look at disposable items if necessary. Suitable washing facilities to be available where non reusable equipment is used and employees shall be requested to wash their own equipment once it has been used.</p> <p>Employees shall not make drinks for other employees.</p> <p>Due to the layout of toilet facilities it may be that 2m distances cannot be maintained. Therefore, provide signage on entry doors advising a maximum number of persons to be present at any one time. Where necessary close toilet cubicles / urinals if this enables 2m distances to be maintained however ensure that the minimum number of facilities required for the workplace is not compromised.</p> <p>Employees to maintain good personal hygiene including washing their hands at regular intervals for at least twenty seconds on each occasion. Additional wash breaks to be provided to enable employees to leave the work area frequently throughout the day for the purpose of hand washing.</p> <p>All waste from the premises shall be cleared at regular intervals. This shall be placed in the designated skip / bin that is located externally. The clearing of waste shall be carried out at least daily.</p>	2	1	2
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Reducing third party contact within the workplace		5	4	20	<p>Where possible all third party persons coming into the workplace shall be avoided.</p> <p>Only works that are classed as essential for the safe operation of the company shall be permitted.</p> <p>Contractors to declare that they are free of any signs and symptoms and are not currently required to be in any self isolation period.</p> <p>Persons visiting the premises should still sign in but they should use their own pen for this. All general pens on reception should be removed. All signing in should be manual with touch screens being removed or provide additional anti bacterial wipes in this area to enable the surfaces to be cleaned before and after use.</p> <p>Welfare facilities to be made available and request that they wash their hands upon entry to the premises.</p> <p>Avoid delivery personnel coming into the premises where possible and ask them to stay in their vehicle unless they need to make use of the welfare facilities or it is essential that they assist with the unloading. Arrange for external doors to be locked and put a sign on the door with a contact number so that delivery drivers can ring and leave their deliveries outside.</p> <p>When ordering stock items look to see if the quantities can be increased to reduce the need for multiple deliveries to be made to the premises.</p> <p>Where the Employer has to make deliveries then at this stage do not request that signatures have to be made on documents.</p> <p>Employees shall be requested where possible to bring in their own food for break times to reduce the need for further third party exposure throughout the day.</p>	2	1	2
Lack of communication to employees		5	4	20	<p>All employees shall be provided with a briefing on the contents of this risk assessment and the details of any signs and symptoms that they should be aware of and the steps they should take in the event that they experience any of the signs and symptoms.</p>	2	1	2

Risk Scale																																							
<b>S = Severity (Nature of injury)</b> 1. Minor injury – no time off work 2. Minor injury – time off work 3. Injury resulting in over 7 days off work 4. Specified injury 5. Fatality																																							
<b>L = Likelihood (Chance of injury occurring)</b> 1. No chance 2. Unlikely 3. Possible 4. Likely 5. Definite	<table border="1"> <thead> <tr> <th></th> <th>1 – Minor injury, no time off</th> <th>2 – Minor injury, time off</th> <th>3 – Injury, 7 days off work</th> <th>4 – Specified injury</th> <th>5 – Fatality</th> </tr> </thead> <tbody> <tr> <th>1 – No Chance</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>2 – Unlikely</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>3 – Possible</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <th>4 – Likely</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>5 – Definite</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>				1 – Minor injury, no time off	2 – Minor injury, time off	3 – Injury, 7 days off work	4 – Specified injury	5 – Fatality	1 – No Chance	1	2	3	4	5	2 – Unlikely	2	4	6	8	10	3 – Possible	3	6	9	12	15	4 – Likely	4	8	12	16	20	5 – Definite	5	10	15	20	25
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<b>TR = Total Risk</b> Severity x Likelihood																																							
Legal Requirements																																							
The Health and Safety at Work Etc Act 1974 The Management of Health and Safety at Work Regulations 1999																																							
Assessor Name:	Roger Nelson	Date:	July 2020																																				
Signature:	<i>R Nelson</i>																																						
Review Date:	July 2021	Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the risk assessment is no longer valid.																																					
Company Health and Safety Representative signature:	I confirm I have read the above risk assessment and accept responsibility of the contents being suitable sufficient for our business needs.																																						

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## Risk Assessment Acknowledgement Record

I confirm that I have read and understood the attached risk assessment and shall work in accordance with it at all times. If for any reason I am not able to work in accordance with the risk assessment I shall stop work immediately and report the matter to my immediate Supervisor.

Name	Signature	Company	Date