

COVID-19 Workplace Risk Assessment



Date of assessment	27/04/2020
Assessment undertaken by	Steve Nicholls (Operations Manager)
Name of worker representative	Paul Baker (Works council)
Report distribution	Management team, display on company notice boards/electronic screens, posted on website.

Review of previous assessment (if applicable)

Total number of actions	29
Number of actions open at the end of the previous assessment	0
Number of actions that have been closed since the previous assessment	0
Number of remaining actions	0
Comments	Reviewed on 29/09/2020. Actions have been completed or are under constant review. No further actions.

Area	Issue: (note: these are specific issues in each work area, but they relate to the hazard of transmission of the COVID-19 coronavirus)	Who may be affected	Measures currently in place	Are current controls sufficient to meet government guidelines (N/A, No, Partially, Yes)	Action (Mandatory in case of 'No' or 'Partially' response)	By whom	Due date	Completed date
Worker Health	Have company sickness policies been reviewed/updated to take COVID-19 issues into account?	All staff	Company sick policy has been reviewed and deemed appropriate.	Yes		J Burke	10/03/2020	10/03/2020
Flint Site	Cleaning: have cleaning instructions been reviewed for high risk contact areas (areas of multiple-person use) to ensure continuous cleaning/disinfecting and special attention by cleaning staff?	Flint staff; cleaning staff.	Each work area has been supplied with the required cleaning equipment. Daily site contract cleaning has been increased since the outbreak.	Yes		S Nicholls	10/03/2020	10/03/2020
Worker Health	Has advice been offered on mental health issues to all staff during the COVID-19 outbreak?	Flint staff, Field staff, home workers, furloughed staff	All staff have access to Westfield Health telephone support services. They can call at any time 24/7 to discuss any health issues including mental health. We reminded all staff about this at the start of the outbreak.	Yes		J Burke	10/03/2020	10/03/2020
Travel and commuting	Are you aware of which methods of transport workers are using to get to and from work or to travel to field appointments, and have appropriate steps been taken to protect staff?	All staff	Most of our staff have their own transport and field staff utilise works vehicles. However, some of our staff utilise public transport to attend work. Since the outbreak we have advised them to follow government guidelines and avoid public transport where possible.	Yes		Management team	10/03/2020	10/03/2020
Worker Health	Has allowance been made in company policy for at-risk workers to stay away from work while advised to by the government or their health providers?	All staff	Management team acted on government advice immediately. All high risk staff were sent home and shielded for 12 weeks on full pay.	Yes	Ongoing review, management team will act on government advice regarding when to bring high risk employees back into work. Started w/c 16th March 2020	Management team	16/03/2020	16/03/2020
Management & Communication	Has a COVID-19 Management team been set up?	Management; all staff	Meeting weekly as a management team to review all issues relating to COVID -19.	Yes	Meetings to continue until further notice	R Young	20/03/2020	20/03/2020
Worker Health	Have staff been given advice on the importance of social distancing, regular hand-washing/sanitising, avoiding touching the face and catching coughs and sneezes in tissues correctly?	All staff	Information was sent out to all staff at the beginning of the coronavirus outbreak as part of a OH&S Alert. Reminders are in place and the required cleaning items fully stocked.	Yes	Initial training in place, ongoing updates and supply of cleaning equipment provided to field staff.	R O'Keeffe	20/03/2020	20/03/2020
Field workers	Have field workers (engineers and sales team) been advised on social distancing and hygiene recommendations for COVID-19?	Field staff	A safe systems of work document has been created and issued to all field staff. Field staff manager has discussed the requirements and any concerns with each of the team.	Yes		S Nicholls	20/03/2020	20/03/2020
Field workers	Have extra facilities/equipment been provided to help field staff maintain hygiene while out in the field?	Field staff	Cleaning products, alcohol gel and wipes have been provided to the field staff. Stock levels reviewed weekly to ensure that they are not at risk. Also testing hand wash systems for field staff, aiming to roll out to all field staff if suitable.	Yes		S Nicholls	20/03/2020	20/03/2020
Worker Health	Have sufficient hand washing facilities been provided on site and is hand sanitiser (of at least 60% alcohol content) available at other locations?	Flint staff	Cleaning products, alcohol gel and wipes have been provided in all areas. Field staff have also been sent a kit with the required items, stock levels reviewed weekly. Also testing hand wash systems for field staff, aiming to roll out to all field staff if suitable.	Yes		S Nicholls	31/03/2020	31/03/2020

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Home working	Have as many workers as possible been moved to home working?	all staff	All staff in roles that can accommodate working from home have been asked to do so. All IT requirements have been set up to enable this.	Yes		R Young	31/03/2020	31/03/2020
Management & Communication	Are regular updates to COVID-19 issues, actions and updates presented to all staff? What sources of information are used?	Management; all staff	A weekly news letter is sent out updating all staff regarding the current situation at site and within the wider business. Government guidance is followed and the government web site checked for updates on a daily basis. https://www.gov.uk/coronavirus	Yes	Continue until further notice 09/20 - as updates are not changing much any more week to week, the regular updates will be changed to monthly, along with one off notices on any specific or urgent issues	R Young	06/04/2020	Ongoing
Flint site	Warehouse: What systems are in place to protect the warehouse, including during deliveries?	Warehousing	Delivery drivers must remain outside during delivery or collection	Yes		S Nicholls	06/04/2020	06/04/2020
Flint site	Meetings: what systems have been put in place to ensure safe, practical and useful meetings?	Flint staff	Planned meetings are to be held by phone, conference call or Microsoft Teams. Face to face meetings to be avoided. Where face to face meetings are necessary (e.g. when addressing the production team), social distancing measures are to be followed and meetings kept to a minimum time. Where one on one meetings are necessary (e.g. an engineer is providing support on a panel in the wiring department), only 1 person is allowed in the bay at any one time and the other must move out of the bay, always maintaining the 2m distancing.	Yes		S Nicholls	06/04/2020	06/04/2020
Flint site	Canteen and kitchen facilities: what systems have been put in place to protect staff in common areas?	Flint staff	Extra facilities (e.g. kettles and microwaves) have been provided in different areas of the site to minimise movement and minimise use of the main kitchen. Only 1 person allowed in the kitchen at any one time. Allowance of just 2 people in the canteen area at any time. The training room has been assigned as a temporary second canteen, with only 2 people allowed in at once. Breaks have been staggered to allow for this capacity limit. Cleaning wipes are provided and all areas that have been used must be wiped down after each use. 2m social distancing rules still apply.	Yes		S Nicholls	06/04/2020	06/04/2020
Home working	What systems have been put in place to support home workers?	Home workers	Where possible, home working will continue until further notice. A risk assessment document is available to assess the home working environment. Regular meetings with direct line managers are set up, and there is a company update sent out weekly.	Yes		J Burke	06/04/2020	06/04/2020
Furlough	Is management contact maintained with furloughed staff (under the government's Coronavirus Job Retention Scheme)? How are staff furloughed under the scheme kept informed of company and H&S updates?	Furloughed staff	A weekly newsletter is sent out updating all staff regarding the current situation at site and within the wider business	Yes	09/20: the newsletter is now monthly and is sent to furloughed staff. Only a very small number of staff are still on full furlough, and they are kept in contact with a weekly call to catch up.	R Young	06/04/2020	Ongoing
Flint site	Toilets: what controls are in place in the toilets?	Flint staff	Toilets are single occupancy - just one person allowed in the toilet room at any time, with a lock provided to maintain this. Cleaning equipment provided to keep the toilets sanitised and hand washing posters are displayed as a reminder.	Yes		S Nicholls	27/04/2020	27/04/2020
Flint site	Car park: controlling social distancing in the car park	Flint staff	Cars can be parked in usual parking spaces, but when parking next to someone else, one must wait for the other person to leave their car before exiting one's own vehicle, and maintain 2m minimum separation.	Yes		S Nicholls	08/05/2020	08/05/2020
Flint site	Movement around site: what systems have been put in place to protect staff as they move around site?	Flint staff	Doorways - internal doorways held open during the workday to minimise touching of handles/plates. Where doors are not propped open, there is instruction not to hold doors open for others to ensure the 2m distancing is maintained. Break facilities have been provided in each area to minimise canteen use. Mirrors have been added in corridor junctions and stairwells to maximise view and allow people to come out of these areas before other people access them. 2m markers have been added to the floors to help people keep their distance	Yes		S Nicholls	08/05/2020	08/05/2020
Flint site	Production area: what systems have been put in place in the production hall?	Production staff	Each bay in the production hall is single occupancy only, and they have been separated with screens from each other to prevent movement from one to another. Should assistance be required in a bay (e.g. if engineering need to assist) then the worker will move out of the bay to allow the engineer in, and constantly maintain 2m distancing.	Yes		S Nicholls	08/05/2020	08/05/2020
Flint site	Entering and leaving the building	Flint staff	Staff enter and leave the building on the side of the building where they work (main door or rear door). Where possible they will remain on that side of the building throughout the day.	Yes		S Nicholls	15/05/2020	15/05/2020

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Flint site	Offices: What systems are in place to protect office staff?	Office staff	Where possible, office staff are home working. Remaining staff have been moved around to minimise the number of people in each office, and to ensure each office confirms to social distancing rules. Canteen facilities provided in the offices to minimise movement around site. Alcohol hand sanitiser and cleaning products have been provided to maintain hygiene.	Yes		S Nicholls	15/05/2020	15/05/2020
Flint site	PPE: What extra PPE options have you made available for staff (e.g. face masks, gloves)	Flint staff	Masks and gloves have been made available. They are not mandatory at this time but are available should site based staff request them. Field staff have been sent a supply of masks for use out in the field.	Yes	09/20: face coverings have been made mandatory when moving around the Flint site. Masks have been made available in the stores but staff are allowed to use their own face coverings if they meet government guidance.	S Nicholls	15/05/2020	15/05/2020
Field workers	Has appropriate PPE been provided to field staff?	Field staff	As above. Masks have been purchased, will be despatched to the team w/c 11th May 2020		Guidance on best use of face masks to be published	S Nicholls	15/05/2020	15/05/2020
Worker Health	COVID-19 guidance: Have staff been made aware of the symptoms of COVID-19 and what to do if they have the symptoms?	All staff	Information was sent out to all staff at the beginning of the coronavirus outbreak as part of a OH&S Alert. All staff have been informed to stay home if they or anyone in their household develop any of the symptoms.	Yes	Temperature monitoring systems are to be added to the front and rear entrances to site to show people's temperatures as they come onto site. A system of recording these to be implemented, and anyone showing temperatures above 37.8° C to be advised to go home.	S Nicholls	21/05/2020	21/05/2020
Flint site	Visitors: what systems have been put in place to ensure that visitors to site are kept to a minimum, and to control visitors who do have to come to site	Flint staff; visitors	All visitors will be asked to wait in the reception area (single occupancy). They will be asked to check their temperature with the equipment provided and to sign a declaration to confirm that to their knowledge they have not been in contact with anyone displaying Coronavirus symptoms and that their own temperature is below 37.8°C. Anyone unable to confirm or with a temperature above 37.8°C will not be allowed to enter the site.	Yes		S Nicholls	21/05/2020	21/05/2020
Furlough	Informing returning staff of changes to site	Furloughed staff	A document detailing all of the changes and requirements at the Flint site will be sent out to staff prior to arriving back to work. An induction will be performed for all returning staff to ensure they are aware of changes made to site and their requirements	Yes		J Burke	21/05/2020	21/05/2020
Management & Communication	Have policies around international and domestic business travel been reviewed?	Management; all staff	All international travel has been cancelled until further notice. Domestic travel continues but only if it's essential.	Yes	Policy to be reviewed on a monthly basis	Management team	29/05/2020	Monthly review