



Risk Assessment No:	45
Revision No:	5
Department:	SHE

Task/Activity:	Control of COVID 19				
Notes:	As 'Key Workers' due to servicing food and pharmaceutical supply chains, it is essential that Firstan can continue to operate safely. Our large, open-plan factory and automated processes ensure we can continue to work whilst social-distancing with no reduction in number of personnel.				
Assessor(s):	Tom Clarke	Re-assessment Date:	25 th September 2020	Next Review:	November 2020 (or following significant changes to official guidance)

Hazards and Risks	Those at Risk	Existing Controls	Severity	Likelihood	Risk Level	Further Actions Required	By Whom
Travelling to work Increased risk of contracting and spreading COVID-19 due to shared spaces such as public transport.	Staff / public	<ul style="list-style-type: none"> Firstan is not generally well-served by public transport due to location, staff therefore use their own vehicles and do not mix with the general public Shift start and finish times do not coincide with regular public transport timetables Ample car parking available Cycle racks provided Briefings to staff included the requirement not to share lifts with each other 	5	1	5		
Transmission of COVID 19 through workplace activities Potential for virus to enter building and transmit from person to person (breakdown by area detailed below) contracting virus could cause serious illness and even death in some circumstances.			5	2	10		
General	Staff Visitors Contractors	<ul style="list-style-type: none"> All staff have been briefed on current Government advice on COVID-19 and have received a link on where to access current official guidance. Information posters displayed throughout site including symptoms, hygiene controls etc. Coronavirus Code of Conduct implemented, focusing on Hygiene, Social Distancing, Reporting and Responsibility. This information has been posted at all entrances. Increased hand sanitising points throughout site to cover all entrances/exits, as well as strategic locations within factory to allow regular handwashing. Mandatory social distancing requirements in place throughout site (at least two metres wherever possible) Physical barriers in place at Reception, Accounts and Goods-in to protect staff working in these higher-traffic areas Stock of face masks purchased. These may be worn by staff if it makes them feel safer but is not mandatory. 				<ul style="list-style-type: none"> Continue to monitor current control measures and ensure any changes to official advice are followed. 	TC

		<ul style="list-style-type: none"> Protective 'sneeze guard' screens installed at reception and transport office 					
Office	Staff Visitors Contractors	<ul style="list-style-type: none"> Office seating plan reconfigured to ensure social distancing requirements met. All interviews conducted via videoconference Temporary New Starter Procedure implemented to ensure new hires are inducted safely. Includes seeking information on recent travel history. 					
Production	Staff Visitors Contractors	<ul style="list-style-type: none"> Staggered shift start and finish times to minimise contact between shifts (15 minute gap between one shift leaving site and the next arriving). Handover now done via email where required. Uniform rules adapted to allow staff to travel to/from work, avoiding the need to get changed with others. Cleaning wipes added to all machines to allow more regular clean down of surfaces by users. Delivery driver access restricted, temporary washroom facilities provided. Equipment cleaned before use 					
Common Spaces	Staff Visitors Contractors	<ul style="list-style-type: none"> Canteen capacity reduced by 50%. Remaining chairs and tables spread about to comply with social distancing requirements. Central urinal in gents toilet removed from use 					
Visitors and Contractors	Staff Visitors Contractors	<ul style="list-style-type: none"> All non-essential visits and meetings postponed (both incoming and outgoing) Visitor sign-in information updated to include information on symptoms and control measures in place. Only essential maintenance work authorised. Work must be carried out under strict social distancing conditions. 'Host Responsibilities' for dealing with visitors communicated to all staff. 					
Site Cleanliness	Staff Visitors Contractors	<ul style="list-style-type: none"> All office cleaning is now being carried out by in-house cleaner as opposed to contractor. Additional daytime cleaner sanitising touchpoints on a daily basis 					
Who should be at work?	Staff	<ul style="list-style-type: none"> Meetings held with all higher-risk members of staff and individual plans in place. Home working offered to all staff who could feasibly work from home. Staff have since returned to the office following change to official advice. Site is considered COVID-safe for all staff to work from. DSE Assessments for home workspaces completed Home working procedures formalised. 					

Psychological Wellbeing	Staff	<ul style="list-style-type: none"> Regular communications between all staff and managers, including relevant briefings Regular "check ins" between managers and those working from home Workloads monitored and distributed where required (e.g. if colleagues are off sick for extended period) 	4	1	4	<ul style="list-style-type: none"> Consider options for offering mental health support to staff where required 	TC PH
Changes in emergency provision or requirements	Staff Visitors Contractors Public	<ul style="list-style-type: none"> Ensure numbers of emergency personnel (First Aiders, Fire Marshals) are maintained throughout all shifts. If emergency personnel required to self-isolate, ensure suitable replacement available. Multiple First Aiders / Fire Marshals per shift First Aiders briefed in response to suspected case on site Lone working procedures in place. 	5	1	5	<ul style="list-style-type: none"> Ensure updates are sent to First Aiders in line with any changes to official advice (ongoing) 	TC
Actions if suspected case on site	Staff Visitors Contractors	<ul style="list-style-type: none"> If an employee becomes unwell whilst at work with what they believe to be symptoms of COVID 19, they should isolate themselves from others immediately, call NHS 111 and follow their advice. They should remove themselves from the workplace and follow current isolation procedures If a confirmed case, specialist cleaning may be required, follow any subsequent official advice. RIDDOR requirements regarding COVID-19 are followed. 	5	1	5		

CALCULATION OF RISK LEVEL
(Severity x Likelihood = Risk Level)

Severity		Likelihood		Risk Levels	
1	Minor Injury or Illness	1	Very Unlikely	1 – 2	Very Low Risk
2	First Aid Injury or Illness	2	Unlikely	3 – 5	Low Risk
3	7 Day Injury or Illness	3	Likely	6 – 10	Medium Risk
4	Major Injury or Illness	4	Very Likely	11 – 15	High Risk
5	Fatality/Disabling Injury or Illness	5	Almost Certain	16 – 25	Unacceptable Risk