



<b>Risk Assessment No:</b>	45
<b>Revision No:</b>	4
<b>Department:</b>	SHE

<b>Task/Activity:</b>	Control of COVID 19				
<b>Notes:</b>	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.				
<b>Assessor(s):</b>	Tom Clarke	<b>Re-assessment Date:</b>	1 <sup>st</sup> August 2020	<b>Next Review:</b>	September 2020

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

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

<b>Psychological Wellbeing</b>	Staff	<ul style="list-style-type: none"> <li>Regular communications between all staff and managers, including relevant briefings</li> <li>Regular "check ins" between managers and those working from home</li> <li>Workloads monitored and distributed where required (e.g. if colleagues are off sick for extended period)</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Consider options for offering mental health support to staff where required</li> </ul>	TC PH
<b>Changes in emergency provision or requirements</b>	Staff Visitors Contractors Public	<ul style="list-style-type: none"> <li>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.</li> <li>Multiple First Aiders / Fire Marshals per shift</li> <li>First Aiders briefed in response to suspected case on site</li> <li>Lone working procedures in place.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Ensure updates are sent to First Aiders in line with any changes to official advice (ongoing)</li> </ul>	TC
<b>Actions if suspected case on site</b>	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>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.</li> <li>They should remove themselves from the workplace and follow current isolation procedures</li> <li>If a confirmed case, specialist cleaning may be required, follow any subsequent official advice.</li> <li>RIDDOR requirements regarding COVID-19 are followed.</li> </ul>	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