

**ALL WORKS - RISK ASSESSMENT**

Date of Issue: 14/05/2020  
Assessor: Amanda Hurrell - Health & Safety Advisor  
Ref: Coronavirus (Factory/Offices) – Rev 3

		Impact		
		Low	Medium	High
Probability	High	low	medium	high
	Medium	low	medium	medium
	Low	low	low	low

OPERATION BEING CARRIED OUT: Coronavirus (Factory / Offices) Rev 3

HAZARDS	WHO IS AFFECTED	INITIAL RISK RATING	PREVENTIVE / CONTROL MEASURES	RISIDUAL RISK RATING
Introduction of the virus into the business	Staff	High	<p>Employees and operatives will inform the company of any symptoms, self-isolating, shielding or person they live with having symptoms etc immediately, either when work is offered or as the situation occurs.</p> <p>Any employee or operative with symptoms, is self-isolating, is living with any person with symptoms/self-isolating or shielding will not report for work, or travel to site. They will contact their line manager as soon as possible.</p> <p>If an employee or operative develops symptoms at work, they will follow government guidance immediately.</p> <p>If an employee or operative suspects or observes another individual has coronavirus symptoms, they will report their concerns to their Line Manager immediately.</p> <p>Employees / operatives will complete the company's online coronavirus questionnaire daily prior to starting work.</p> <p>The Company monitors government guidance and published best practice and amends procedures accordingly with updates given to employees as appropriate.</p> <p>Reception and the showroom are closed to all visitors.</p> <p>No visitors permitted on the premises. All face to face meetings cancelled. All meetings to be held via conference call, email, facetime etc.</p> <p>Where roles allow, employees are to work from home.</p> <p>Employees who cannot work from home or cannot work are on furlough.</p> <p>A small skeleton staff working in the factory and offices to allow for social distancing measures to be achieved.</p> <p>Hand sanitiser is placed at each entrance point into the buildings and other identified locations for use by all staff entering and leaving the building.</p> <p>Once at work, employees should be encouraged to remain onsite for the duration of their shift – no go to local shops at break times etc.</p>	Medium
Transmission	Staff	High	<p>The Company monitors government guidance and published best practice and amends procedures accordingly with updates given to employees as appropriate.</p> <p>Skeleton staff on the premises have received a Covid-19 toolbox talk covering hygiene, symptoms, and social distancing etc and had sight of the Covid-19 risk assessment for their work area.</p>	Medium

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Transmission ....Contd	Staff	High	<p>Posters displayed around the business giving guidance as to hand hygiene and social distancing.</p> <p>Employees advised if their personal situation changes – they develop symptoms, a person at home develops symptoms, they must remain at home and advise their line manager of the change in situation.</p> <p>Employees have been informed that if they develop symptoms whilst at work, they must collect their belongings and leave the premises immediately and follow the government guidance.</p> <p>Hand sanitizer distributed across the premises for use by all employees as well as fully stocked hand washing facilities.</p> <p>Hand towel should be used in preference to hand dryers.</p> <p>Factory break times staggered to allow adequate social distancing within the canteen and social areas.</p> <p>Employees should bring their own food in a sealed container and refillable drink cannister. Beverages or food must not be accepted from others. Refreshments should be eat/drank outside where possible.</p> <p>Social distancing to be maintained at clocking in/out times – times must be staggered and queuing to be set at 2m spaces.</p> <p>Employees should avoid contact with common touch points – door handles, handrails, light switches etc unless wearing PPE.</p> <p>Cleaning guidance/instruction on areas to target have been issued to cleaning staff.</p> <p>Regular cleaning of common touch points is carried out.</p> <p>The work area should be cleaned prior to starting work and once all work is complete.</p> <p>Employees must not use equipment that has been used by other individuals unless they have evidence that it has been cleaned or there is appropriate paraphernalia present for the operative to clean it down safely before use.</p> <p>Forklift truck and other machinery controls must be used by one individual and cleaned at the beginning/end of each shift, or where there are multiple users' controls must be cleaned after each use. Latex gloves should be worn if safe to do so – check the SWI for the machinery.</p> <p>Employees should be discouraged from nonessential movement around the premises, contact should be made with others via telephone or email.</p> <p>Once at work, employees should be encouraged to remain onsite for the duration of their shift – no go to local shops at break times etc.</p>	Medium
			Work benches and desks should be positioned to allow work to be carried out with at least 2m social distancing between employees.	

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Layout of the work area	Staff	High	<p>Work benches and desks positioned to only allow back to back or side to side working.</p> <p>Employees should only work from one work bench or desk during a shift to prevent cross contamination.</p> <p>Offices have skeleton staff working, where roles allow employees are working from home or are on furlough.</p> <p>No hot desking during the pandemic.</p> <p>Where possible one-way systems put in place within the factory, where this is not possible individuals should be encouraged to use the external door to each department rather than walking through the factory.</p>	Medium
Manual Handling	Staff	High	<p>For tasks where more than one employee is required, as assessment will be made as to whether the task needs to be carried out at all.</p> <p>Where tasks are required than need more than one person, the time involved should be as short as possible and the number of people involved kept to a minimum.</p> <p>Where possible, continued partnering should be implemented, where the same individuals support each other.</p> <p>Individuals should be encouraged to wash their hands and clean surfaces more frequently.</p>	
Plant, Machinery & office Equipment	Staff	High	<p>Forklift truck and other machinery controls must either be used by one individual and cleaned at the beginning and end of each shift, or where there are multiple users' controls must be cleaned after each use.</p> <p>Latex gloves should be worn if safe to do so – machinery SWI should be used as reference.</p> <p>Where possible plant/machinery/equipment should only be used by one employee per shift, to reduce cross contamination.</p> <p>Equipment rotation should be prevented.</p>	Medium
Goods inward	Staff/ Delivery Driver	High	<p>Deliveries should be kept to a minimum, to reduce the amount of contact with others coming onto the premises.</p> <p>Consideration should be given to placing larger orders to reduce the number of deliveries being made onto the premises.</p> <p>Deliveries should be contactless – employees must not sign for a delivery unless with their own pen and must not use any electronic touchscreen equipment.</p> <p>Deliveries should be unloaded by the delivery driver where possible e.g.: boxes/ packets etc. Where larger deliveries are made the driver must be told to remain within his cab or ensure 2m social distancing is maintained throughout the process.</p>	Medium

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			<p>Excess packaging should be disposed of as soon as possible.</p> <p>Employees must wash their hands thoroughly after interacting with a delivery.</p>	
Cleaning	Staff	High	<p>The work area should be cleaned prior to starting work and once all work is complete.</p> <p>Cleaning guidance/instruction on areas to target have been issued to cleaning staff.</p> <p>Cleaning must be carried out whilst wearing gloves, which should be disposed of when finished.</p> <p>Regular cleaning throughout the working shift carried out with emphasis on communal touchpoints – Canteen, toilets, handrails, door handles etc</p> <p>Desks, telephones, keyboards etc cleaned daily prior to employees arriving for their shift.</p> <p>All waste should be removed from the building at the end of each day.</p> <p>Employees and operatives should remove all personal belongings at the end of their shift.</p>	Medium
General Hygiene	Staff / Operative	High	<p>Guidance signage displayed around the premises advising good hygiene.</p> <p>Wash/sanitise hands regularly throughout the day especially when arriving and leaving properties, before eating and after going to the toilet.</p> <p>Coughs and sneezes should be caught in a tissue, which should be placed in the bin or into the crook of the elbow.</p> <p>Always maintain a 2m distance from other individuals.</p> <p>Used PPE should be thrown away once used (only use for one shift or as per the manufacturer's instructions).</p> <p>Avoid contact with common touch points – door handles, handrails, light switches etc unless wearing appropriate PPE.</p> <p>The work area should be cleaned prior to starting work and once all work is complete. Residents should be advised to clean down the area once operatives leave the property.</p>	Medium
Travelling to work	Staff / Operative	High	<p>Employees will be encouraged to travel to work alone, avoid public transport and where possible either cycle or walk.</p> <p>Employees and operatives will travel to the work in separate vehicles unless they are from the same home (living together) and will travel directly to work.</p> <p>Where car sharing is required, vehicle windows will be open (ventilation), individuals will site as far apart as possible, the journey will take the shortest route, individuals will wash (sanitise) their hands before and after the journey.</p>	Medium

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Internal Meetings	Staff / Operative	High	Where possible alternatives to physical meetings should be found – conference call etc. Meetings should be held in rooms which allow for social distancing and are well ventilated. Only vital attendees should be physically present. Numbers should be kept to a minimum. Surfaces should be cleaned before and after a meeting. No equipment sharing should be permitted. Where possible meetings should be held outside, with attendees adhering to the 2m social distancing rule. Hand sanitiser should be available within the meeting room.	Medium
PPE	Staff / Operative	High	PPE will be provided in line with this risk assessment or as requested by the employee/operative PPE will be suitable and sufficient for the task. PPE must be worn as per the manufacturer's instruction. Any shortage of PPE or problem with that provided must be reported to the line manager or H & S adviser immediately. PPE must be used as guided and be disposed of in line with guidance at the end of each shift, when damaged/worn or when replaced in line with the manufacturer's guidance. In line with Government guidance RPE will not be worn when the 2m social distancing guidelines can be met, work arrangements can be made to prevent face to face working, good hygiene standards can be maintained. PPE is to be used as a last resort and should only be used as guided where social distancing and other safe working guidance cannot be achieved the activity will be risk assessed.	Medium
Behaviour	Staff / Operative	High	Employees and operatives must always follow guidelines and instructions regarding Covid-19 safety measures. Employees and operatives are responsible for their own safety and that of others around them. Individuals must take responsible for their own actions and behaviour whilst working for Kingfisher and any breach will result in removal from work and disciplinary action.	Medium
Accident or Incident	Staff / Operative	High	In an emergency, people do not have to remain 2m apart if it is unsafe to do so. Few people as possible should be involved in dealing with any situation that may occur. Those who aid people should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Medium

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### Monitoring compliance:

This risk assessment will be reviewed periodically to ensure that the control measures are suitable and sufficient for the operations being carried out within the current government guidance for Working safely during COVID-19 in factories, plants and warehouses - Guidance for employers, employees and the self-employed 11 May 2020  
This risk assessment must not be deviated from without prior approval from Kingfisher Windows.

Employees and Operatives signing and dating the form below confirm that they have read and understood this risk assessment and will adhere to it at all times. If, at any point, you are unsure as to how to proceed you shall stop work and seek further advice from your line manager or health and safety advisor. I have read and understood the content of this risk assessment. If I do not follow the instructions within this risk assessment disciplinary action will be taken against me.

Signed .....

Date .....

Name .....