

ALL WORKS - RISK ASSESSMENT

Date of Issue: 04/08/2020
 Assessor: Amanda Hurrell - Health & Safety Advisor
 Ref: Coronavirus (Factory/Offices) – Rev 4

		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 4

HAZARDS	WHO IS AFFECTED	INITIAL RISK RATING	PREVENTIVE / CONTROL MEASURES	RISIDUAL RISK RATING
Introduction of the virus into the business	Staff	High	<p>Any employee and operatives with symptoms, is self-isolating, is within 14 days of someone in their household showing symptoms, has been contacted by track & trace will not report for work, or travel to site. Symptoms include, high temperature, continuous new cough, loss or change to sense of smell or/and taste</p> <p>If an employee or operative develops symptoms, they must inform their manager immediately, leave sight immediately, avoid touching anything, return straight home, get a coronavirus test.</p> <p>They must then follow the guidance on self-isolation and not return to work until they have received a negative test result, or, in the event of a positive test result, their period of self-isolation has been completed.</p> <p>If an employee or operative suspects or observes another individual has coronavirus symptoms, they will report their concerns to the site contact and the Contracts Manager immediately.</p> <p>Employees / operatives will complete the company's online coronavirus questionnaire daily prior to starting work.</p> <p>Guidance issued to employees regarding foreign travel, which will be monitored and updated inline with government quarantine guidance.</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>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 – not visit local shops at break times.</p>	Medium
			<p>The Company monitors government guidance and published best practice and amends procedures accordingly with updates given to employees as appropriate.</p> <p>Employees 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. These are updated regularly and re-issued to all employees.</p>	

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Transmission	Staff	High	<p>Noticeboards display guidance regarding coronavirus.</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>If an employee or operative develops symptoms, they must inform their manager immediately, leave sight immediately, avoid touching anything, return straight home, get a coronavirus test.</p> <p>2m social distancing, or one metre with risk mitigation (, face coverings, back to back/side to side working) where two metres is not viable, is must be maintained between employees.</p> <p>Hand sanitiser 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 to allow for social distancing or risk mitigation (face coverings) be worn.</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>	Medium

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Layout of the work area	Staff	High	<p>Work benches and desks should be positioned to allow work to be carried out with 2m social distancing, or one metre with risk mitigation (face coverings, back to back/side to side working) where two metres is not viable, is must be maintained between employees.</p> <p>Work benches and desks positioned to only allow back to back or side to side working, work location changed to unused space, additional hygiene practices, face coverings.</p> <p>Employees should only work from one work bench or desk during a shift to prevent cross contamination.</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. Hi-vis vests must be worn when outdoors.</p>	Medium
Manual Handling	Staff	High	<p>For tasks where more than one employee is required, an assessment will be made as to whether the task needs to be carried out. Where tasks are required, that require more than one person, the time involved should be as short as possible and the number of people involved kept to a minimum. 2m social distancing, or one metre with risk mitigation (, face coverings, back to back/side to side working) where two metres is not viable, is must be maintained between people.</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> <p>Suitable gloves should be used where appropriate and be disposed of in line with guidance after use.</p>	Medium
Plant, Machinery & office Equipment	Staff	High	<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. Equipment rotation should be prevented. Where there are multiple users' controls must be cleaned after each use.</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 using 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</p>	Medium

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			<p>the driver must be told to remain within his cab or ensure 2m social distancing, or one metre with risk mitigation (face covering) where two metres is not viable, is maintained.</p> <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>	
Internal Meetings	Staff / Operative	High	<p>Alternatives to physical meetings should be found – conference call etc.</p> <p>Meetings should be held in rooms which allow for social distancing and are well ventilated.</p> <p>Only vital attendees should be physically present. Numbers should be kept to a minimum.</p> <p>Ensure 2m social distancing, or one metre with risk mitigation where two metres is not viable, is maintained between people.</p> <p>Surfaces should be cleaned before and after a meeting.</p> <p>No equipment sharing should be permitted.</p> <p>Where possible meetings should be held outside.</p> <p>Hand sanitiser should be available within the meeting room.</p>	Medium
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>Ensure 2m social distancing, or one metre with risk mitigation where two metres is not viable, is maintained between people.</p>	Medium

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			<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>	
Travelling to work	Staff / Operative	High	<p>Employees are 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).</p> <p>Where car sharing is required, vehicle windows will be open (ventilation), individuals will sit as far apart as possible, the journey will take the shortest route, individuals will wash (sanitise) their hands before and after the journey. Face coverings are advised.</p>	Medium
PPE	Staff / Operative	High	<p>PPE will be provided in line with this risk assessment or as requested by the employee/operative</p> <p>PPE will be suitable and sufficient for the task.</p> <p>PPE must be worn as per the manufacturer's instruction.</p> <p>Any shortage of PPE or problem with that provided must be reported to the line manager or H & S adviser as soon as possible.</p> <p>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.</p> <p>Where social distancing cannot be maintained, due to the number and movement of employees on the shop floor face coverings are mandatory for those working within or entering the area. Signage is displayed at entrance points.</p>	Medium
Behaviour	Staff / Operative	High	<p>Employees must always follow guidelines and instructions given by the company regarding Covid-19.</p> <p>Employees are responsible for their own safety and that of others around them.</p> <p>Individuals must take responsibility for their own actions and behaviour whilst at work and any breach will result in removal from work and disciplinary action.</p> <p>Employees must raise any concerns and work collaboratively with the company to implement change or improvements.</p> <p>Employees must co-operate with any requirement imposed by the company, to allow the company's duty to be complied with.</p>	Medium

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Accident or Incident	Staff / Operative	High	<p>In an emergency, people do not have to remain 2m apart if it is unsafe to do so.</p> <p>Few people as possible should be involved in dealing with any situation that may occur.</p> <p>Those who aid people should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>	Medium

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 and any additional guidance issued thereafter. 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