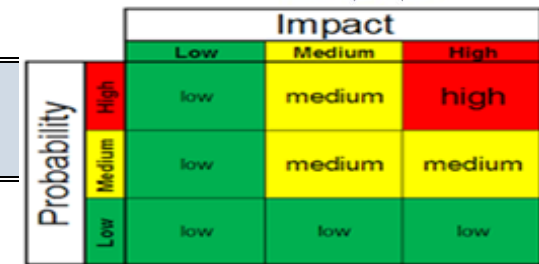


ALL WORKS - RISK ASSESSMENT

Date of Issue: 21/01/2021
Assessor: Amanda Hurrell - Health & Safety Advisor
Ref: Coronavirus (Factory/Offices) – Rev 5



OPERATION BEING CARRIED OUT: Coronavirus (Factory / Offices) Rev 5

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 with symptoms, is self-isolating, is within 14 days of someone in their household showing symptoms, has been contacted by track & trace must 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 but are not exhaustive to.</p> <p>If an employee develops symptoms at work, they must inform their manager immediately, leave site immediately, avoid touching anything, return straight home, get a coronavirus test. 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 suspects or observes another individual has coronavirus symptoms, they must report their concerns to their line manager immediately.</p> <p>Employees must complete the company's online coronavirus questionnaire daily prior to starting work.</p> <p>Hand sanitiser and a thermometer are located at each entrance point with employees advised to check their temperature and sanitise upon entry into the building.</p> <p>Sanitiser is located throughout the building on desks, in communal areas for use by all employees.</p> <p>Memos have been issued to employees and signage regarding hygiene are displayed around the premises.</p> <p>Once at work, employees are encouraged to remain onsite for the duration of their shift – not visit local shops at break times etc.</p> <p>Face masks are mandatory across the business, signage is displayed, and TBT have been issued.</p> <p>Guidance issued to employees at regular intervals regarding changes to guidance, after relevant government announcements and company need. This will be via email, memo, signage, or toolbox talk.</p> <p>The Company monitors government guidance and amends procedures accordingly with updates given to employees as appropriate.</p> <p>Reception and the showroom are closed to all visitors. Anyone who visits is instructed to contact the company by telephone or email.</p> <p>All face-to-face meetings cancelled. All meetings to be held via conference call, email, facetime etc.</p> <p>Where job roles allow, employees are working from home, with regular contact with their line manager.</p> <p>Employees are advised against car sharing, but if there is no alternative risk mitigation must be in place – windows open, masks etc.</p>	Medium
			<p>Employees have received a number of Covid-19 toolbox talk covering hygiene, symptoms, and social distancing etc and had sight of the Covid-19 risk assessment. These are updated regularly and re-issued to all employees.</p>	

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Transmission	Staff	High	<p>Noticeboards display guidance regarding coronavirus – hygiene, social distancing, testing etc.</p> <p>Employees advised that 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 develops symptoms, they must inform their manager immediately, leave site immediately, avoid touching anything, return straight home, get a coronavirus test.</p> <p>2m social distancing, or one metre with risk mitigation. Office desks have Perspex dividers installed, staff have been spread out into unused areas of the business, desks are positioned back-to-back or side to side to avoid face to face working.</p> <p>Face masks are mandatory across the business, signage is displayed, and TBT have been issued.</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 must bring their own food in a sealed container and refillable drink cannister.</p> <p>Beverages or food must not be accepted from others. Signage is displayed in canteen areas.</p> <p>Social distancing must be maintained at clocking in/out times – times must be staggered to allow for social distancing. Face coverings must be worn.</p> <p>Employees should avoid contact with common touch points – door handles, handrails, light switches etc.</p> <p>Cleaning guidance/instruction on areas to target have been issued to cleaning staff. Regular cleaning of common touch points and canteen areas is carried out. Anti-bacterial spray is used on common touch points.</p> <p>Specific bins are provided for used PPE to be disposed of on the factory floor.</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, back-to-back or side to side working. Face coverings are mandatory across the business.</p> <p>Employees have been relocated, into unused space within the business to allow for fewer numbers within areas and better spacing out of employees.</p> <p>Employees should only work from one work bench or desk during a shift to prevent cross contamination.</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> <p>Drinks making facilities have been provided in certain departments to reduce the number of employees using the canteen areas.</p>	Medium
Manual Handling	Staff	High	<p>For tasks where more than one employee is required, a visual assessment will be made as to whether the task needs to be carried out. Where tasks that require more than one person, the time involved will 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 or side to side working).</p> <p>Where possible, continued partnering should be implemented, where the same individuals support each other.</p> <p>Individuals must wash their hands and clean surfaces more frequently or wear gloves.</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 when using machinery that could be used by others – 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. Where there are multiple users' controls must be cleaned after each use.</p> <p>Anti-bacterial wipes or spray are provided for use to clean down equipment.</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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		High	<p>the driver must be told to remain within his cab or ensure 2m social distancing, or one metre with risk mitigation (face covering)</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>	Medium
Internal Meetings	Staff	High	<p>Alternatives to physical meetings should be found – conference call etc.</p> <p>Where a meeting is necessary, numbers should be limited and be held in rooms which allow for social distancing and are well ventilated. Individuals must wear face coverings and sanitise before and after the meeting.</p> <p>Where possible meetings should be held outside. Tabletops, chairs, keyboards etc.</p> <p>Surfaces should be cleaned before and after a meeting.</p> <p>No equipment sharing should be permitted.</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 a face covering and gloves, which should be disposed of when finished in an appropriate receptacle.</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 who use the canteen facilities must place all used items in the dishwasher and wipe the area with anti-bacterial wipes.</p> <p>Employees and operatives must 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 practices.</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>	Medium

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			<p>2m social distancing, or one metre with risk mitigation, is maintained between people.</p> <p>Face masks are mandatory across the business, signage is displayed, and TBT have been issued.</p> <p>Used PPE should be thrown away once used in an appropriate receptacle (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.</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 will travel to 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 must be worn.</p>	Medium
PPE	Staff / Operative	High	<p>PPE will be provided in line with this risk assessment or as requested by the employee.</p> <p>PPE will be suitable and sufficient for the task.</p> <p>PPE must be worn as per the manufacturer's instruction and as instructed by the company.</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 instructed and be disposed of in line with guidance issued by the company.</p> <p>Face masks are mandatory across the business, signage is displayed, and TBT have been issued.</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>Fewer 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 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