

Povoas Packaging Limited - Risk assessment form

RAC19	Covid 19					Date:	14/05/2020
Ref no.	Identified Hazard (infection risk area)	Control Measures in place	L	S	Risk Rating	Further action	Notes:
<b>A</b>	<b>Production area:</b>						
1	Production area - conversion	a) bagging machines > 2m apart, b) employees keep 2m distance	2	3	6		No requirement for floor markings and screens due to 2m spacing.
2	Production area - extrusion	a) extrusion lines > 2m apart, b) employees maintain 2 distance	2	3	6		
3	Production area - print	a) print lines > 2m apart, b) employees maintain 2 distance	2	3	6		
4	Production area general	a) provision of gloves, b) provision of 3 hand sanitisers at doors, c) hand-washing facilities (in toilets and entrance corridor), d) factory ventilation system, e) daily clean system at each work station, f) workforce spread across 4 fixed shifts, g) line document clearance procedures, h) consistent pairing for lifting.	2	3	6		Face mask assessed as not required due to social distancing in building and limited numbers.
5	Clothing	a) company uniform provided, b) self-laundering policy	2	3	6		
6	Eating / drinking	a) no food & drink in factory, b) company supply of individually labelled water bottles	2	3	6		
7	Workplace tools	All production staff issued with own knives, tape guns, pens.	2	3	6		
8	Communication	Signage re 2m distancing, washinh hands, & respiratory hygiene in all corridors	2	3	6		
9	Engineering	a) engineers issued with own tool boxes, b) 2m apart in workshop & production area.	2	3	6		
<b>B</b>	<b>Communal areas:</b>						
1	Canteen area	a) staggered breaks, b) Max 3 people in canteen, 2 people in overflow, surplus furniture removed, c) provision of cleaning cloths, d) recommend eating in cars / outside	2	3	6		
2	Entry & exit	a) half hour gap between shifts, b) doors left open to avoid physical contact, c) clocking machines and gates are remotely activated without touch.	2	3	6		Only one entry point (turnstile gate) but numbers limited by gap between shifts & numbers on each shift.
3	Communal areas	a) Cleaned Monday to Friday by external cleaners, b) smoking area - external and 2m social distancing	2	3	6		
4	Toilets and changing rooms	Keep external doors open	2	3	6		
5	Internal Meetings	a) only hold when necessary, b) maintain 2 m distance in meeting rooms.	2	3	6		
6	Corridors	a) numbers limited by staggered breaks, b) gap between shifts	2	3	6		

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C	<b>Offices:</b>						
1	Finance office	a) 2 of 4 staff working from home, b) 2m spacing	2	3	6		
2	Sales office	a) Rotating staff working, b) 2m spacing.	2	3	6		
3	Field sales	a) working from home, b) no customer visits, c) use video calls	1	3	3		
4	Home workers	a) provided with laptop, remote access & mobile phones, b) regular (daily) support access with the office	1	1	1		
D	<b>High risk employees:</b>						
1	Employers with underlying health conditions	Not allowed in workplace.	1	5	5		
2	Employees with Covid 19 symptoms	a) to self-isolate in line with government guidelines, b) 7 days for an individual, c) 14 days if someone in employee household., d) self-isolating guide on company notice boards (4-off).	1	3	3		
E	<b>External contact:</b>						
1	Travel to work	Provision of bike racks for those wishing to cycle to work	2	3	6		Very little use of public transport to site (not on a bus or train route) reduces employee infection risk during travel.
2	Factory visitors	a) only essential maintenance work, b) no routine maintenance and service, c) visitors log, d) no customer visitors on site, e) clean hands immediately on entry.	2	3	6		Covid 18 Visitor Policy notice
3	Recruitment process	Recruitment freeze	2	3	6		
F	<b>Warehouse:</b>						
1	Company vehicles	a) Warehouse staff wear gloves, b) driver allocated FLT's	1	3	3		
2	Goods Inwards	a) Outer wrapping, b) handled with fork lifts, c) visiting driver policy.	1	3	3		Covid 19 Visiting Drivers' Policy
3	Goods Outwards	a) shrink wrapped pallets on leaving factory, b) pallet handlers (FLT & hand pump), c) visiting driver policy.	1	3	3		Covid 19 Visiting Drivers' Policy
Risk Rating = likelihood (L) x severity (S), low = 1-3, medium = 4-15, high = 16-25							
Likelihood - 1=extremely unlikely, 2 = unlikely, 3 = likely, 4 = very likely, 5 = certain.							
Severity - 1 = non infection risk, ,3 = covid infection risk, 5 = covid infection risk to high risk employee.							
Prepared by (management representative):	S Povoas				Next review date:		13/06/2020
Prepared by (employee representative):	G Hurst						