

Povoas Packaging Limited - Risk assessment form

RAC19	Covid 19					Date:	07/01/2021
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 built in by machinery 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 2m distance	2	3	6		
4	Production area general	a) provision of nitrile 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 clearance procedures, h) consistent pairing for lifting, i) wearing of masks at all times when away from work station / desk, j) issue of hand sanitizers ro each line (pending supply).	2	3	6		Face mask assessed as not required due to social distancing in building and limited numbers - updated 7/1/21 - masks required due to new variant risk.
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	a) Signage re 2m distancing, washing hands, & respiratory hygiene in all corridors, b) all staff trained on covid procedures (H&SDOC 71), current employees and all new starters.	2	3	6		H&S DOC 071 Covid procedures.
9	Engineering	a) engineers issued with own tool boxes, b) 2m apart in workshop & production area, c) 2 teams work alternate days 7 days a week.	2	3	6		7/1/21 new shift pattern.
<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 & fluid, d) recommend eating in cars / outside	2	3	6		
2	Entry & exit	a) production door left open to avoid repeated physical contact, b) clocking machines and gates are remotely activated without touch.	2	3	6		Only one entry point (turnstile gate) but numbers limited on each shift, some staff 6am to 6pm, other 8am to 5pm. No temperature screening (social distancing possible @ work).
3	Communal areas	a) Cleaned Monday to Friday by external cleaners (high touch cleaning policy in place), b) smoking area - external and 2m social distancing, c) extractor fan system.	2	3	6		
4	Toilets and changing rooms	Keep external doors open to reduce repeated touch	2	3	6		
5	Internal Meetings	a) only hold when necessary, b) maintain 2 m distance in meeting rooms, c) windows open.	2	3	6		
6	Corridors	a) numbers limited by staggered breaks, b) limited shift headcount	2	3	6		

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7	Fire drills	No fire drills due to social distancing issues. New starters trained in evacuation procedures at induction.	2	3	6		
C	<b>Offices:</b>						
1	Finance office	a) 2 of 5 staff working from home, b) 2m spacing	2	3	6		
2	Sales office	a) 2m spacing (empty desks spacing), b) 4 staff return to working alternate days..	2	3	6		7/1/21 - return to working alternate days.
3	Field sales	a) working from home, b) no customer visits, c) use video calls (Zoom & Teams)	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		
5	Warehouse	Use facilities in unit 4	1	1	1		7/1/21 - new policy
6	Offices	a) Resricted movement of staff into & out of production area, b) system of trays for warehouse document transfer, c) Training room used as office	1	1	1		7/1/21 - new policy
D	<b>High risk employees:</b>						
1	Employers with underlying health conditions	Not allowed in workplace (subject to government advice).	1	5	5		
2	Employees with Covid 19 symptoms	a) to self-isolate in line with government guidelines, b) 10 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	a) Provision of bike racks for those wishing to cycle to work, b) car sharing guidance on notice board	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 (scheduled for shut downs), c) visitors form (includes medical declaration & contact details), d) no customer visitors on site, e) no external audits, f) clean hands immediately on entry, g) use of Zoom and Teams with customers & suppliers.	2	3	6		Covid 18 Vistor Policy notice, DFC DOC 01 Visitors Questionnaire Rev 4
3	Recruitment process	a) limit numbers starting each week, b) all new starters sign covid safety document, c) recruitment freeze from 7/1/21	2	3	6		H&S DOC 072 Covid recruitment procedures.
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 Visting 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 Visting 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:	06/02/2021		
Prepared by (employee representative):	G Hurst						