

**RISK ASSESSMENT**

Form Ref. WO.01

Form Issue 5

Date Form Issued 02/05/19

<b>Company Index: File Ref:</b>	Cov19 - 001	<b>Issue:</b>	10
<b>Company/Site:</b>	Newton Street Factory Operations, Unit 12, 14,16 & 10		
<b>1. Task/s or Operation/s:</b>	Sub Assembly, Main Assembly, Test Bench, Packaging and Dispatch, Procurement, Stock Control.		

<b>Date Assessed or Reviewed:</b>	12th May 2021	<b>Date of Next Review:</b>	Ongoing, Live
<b>Assessed By:</b>	P.Mellis – Current status = some restrictions are now being relaxed following the government's road map to recovery.		
<b>Person/s involved in assessment:</b>	R.Kill, All Staff		
<b>2. Person/s Exposed:</b>	Employees, drivers, cleaners, Contractors		



LIKELIHOOD	SEVERITY			3 OR LESS TOLERABLE RISK
	FIRST AID	LOST TIME	FATAL / CHRONIC	
VERY UNLIKELY	1	3	5	5-9 MODERATE / SUBSTANTIAL RISK ACTION REQ. 3- 6 MONTHS
POSSIBLE	3	9	15	15 HIGH.RESTRICTED OPERATION ACTION WITHIN 1 MONTH
HIGHLY PROBABLE	5	15	25	25 INTOLERABLE Risks (PROHIBITION NOTICE TO BE SERVED. TASK TO BE STOPPED IMMEDIATELY UNTIL RISK REDUCED TO TOLERABLE LEVEL.

		5. RISK RATING (H&S Manual Section 3.1.2.2)				
3. Hazard/s	4. Existing Control Measure/s	Hazard Severity	Likelihood	Overall Risk Hazard Severity X Likelihood	6. Planned Control Measure/s	
Contracting Covid - 19	<ul style="list-style-type: none"> <li>PPE, Social Distancing, hand hygiene</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Encourage Employees to be vaccinated under the government's vaccination programme.</li> <li>Update and re-issue the Covid -19 handbook in relation to the vaccination.</li> <li>Support employees throughout the government's vaccination programme.</li> </ul>	

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<p>Spread of Covid - 19 Coronavirus - personal hygiene</p>	<ul style="list-style-type: none"> <li>▪ Hand Washing facilities with soap and hot water in place. Hand dryers for drying of hands.</li> <li>▪ Remind all employees daily to wash hands as per displayed guidance (<a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Install hand sanitisers at all door entrances (advisory sign to be displayed on correct use). Sanitisers installed on all workstations. Hand washing guidance displayed in all hand washing facilities.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Covid – 19 Briefings</li> </ul>
<p>Site Cleaning</p>	<ul style="list-style-type: none"> <li>▪ Cleaning - Carried out by JCS this includes all toilets, canteen and employee facilities. All waste bins are lidded in all work areas and emptied on a regular basis.</li> <li>▪ Ensure frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods. Cleaning carried out by JCS.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
<p>Social Distancing</p>	<ul style="list-style-type: none"> <li>▪ Social Distancing -</li> <li>▪ Reduced No of employees in unit 12. Employees are to comply with the 2- metre (6.5 foot) gap recommended by the Public Health Agency, measure and mark out safe working zones for all employees, ensure warning / reminder notices are displayed in each zoned area. Agree access / egress rules and distance mark areas. Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure we have full compliance daily. Public transport is not used by staff. Perspex screen installed on sub assembly bench to ensure physical barrier for 2 persons working on this bench, separate access / egress routes in place to prevent employee crossover, employee due to return on the 14/09/2020. G.M Inducted. Only essential visits to the site allowed, authorisation must be agreed by the production manager. Anyone turning up unannounced will be asked to leave the premises.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>

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Manual Handling	<ul style="list-style-type: none"> <li>▪ Manual Handling - 2 person paired operation -</li> <li>▪ Full face visors issued to 4 people to aid with a two person lift, they will also use vinyl gloves and adhere to Covid - 19 hygiene procedures. hand sanitisers and gloves in place. PPE is personal issue (full face visor)</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
Employee Wellbeing	<ul style="list-style-type: none"> <li>▪ Employee wellbeing - Employees have access to wellbeing tools provided by the business and all staff have been trained in mental health awareness and stress awareness. Other tools have been offered through Perkbox.</li> <li>▪ Employees to be asked if they or family members are suffering any potential coronavirus symptoms at the start of every shift by their Line Manager. Any individual concerns would mean they would have to follow government guidelines and self isolate. The company would then support the individuals concerned. Public Health Agency would need to be informed. If it were found to be work related a disease report would have to be completed under RIDDOR. COVID – 19 Symptom guidance to be displayed in all zoned areas. Tissues to be supplied to all work areas and information regarding disposal.</li> <li>▪ Lone working will be managed for the individual located at the new test bench in unit 10.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
Rest Breaks	<ul style="list-style-type: none"> <li>▪ Rest Breaks and social distancing.</li> <li>▪ Employees to be asked to bring packed lunches so they remain on site at all times. break times to be staggered to comply with social distancing. Team to agree how this will work, once in place this will need strict management. Individuals to make own drinks.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
Business Communication	<ul style="list-style-type: none"> <li>▪ Communication from Managing Director regarding current Covid -19 updates</li> <li>▪ Internal communication channels and cascading of messages through Line Managers will be carried out regularly to reassure and support employees in a fast changing situation. This communication will be delivered from the top, down.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>



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<p>Warehouse Operations / visiting drivers</p>	<ul style="list-style-type: none"> <li>▪ Visiting Drivers / Delivery &amp; Dispatch.</li> <li>▪ Driver Welfare - Toilet and hand wash facilities can be used in unit 10 (dedicated toilet for driver use only). Employee to give access if required but must maintain social distancing from driver.</li> <li>▪ Delivery-if vehicle is curtain sided the driver will set the vehicle up for offloading and then wait in the vehicle until off loaded. If Driver needs to off load, then social distancing must be maintained. Signing documents will not be required due to social distancing. After handling any goods hand hygiene must be adhered to immediately and avoid touching your eyes, mouth, or nose. (See handling of goods guidance below).</li> <li>▪ Dispatch - Goods being dispatched will be stored at a social distanced area, driver will be asked to remain in his cab or remain at social distanced location whilst goods are loaded onto the vehicle. Signing of any documents must be carried out using social distance methods (area to be marked out). TNT requirement for signatures.</li> <li>▪ Install pick-ups – on driver arrival to the warehouse NC will ask the driver to open vehicle loading doors and then wait in his cab. NC will then safely load all goods into the vehicle. Driver will then check and secure goods in the vehicle, social distancing will always be maintained. NC will sanitise his hands-on completion.</li> <li>▪ <b>STAFF TO BE REMINDED DAILY REGARDING GOOD HYGIENE PRACTICES AFTER HANDLING DELIVERED GOODS, AVOID TOUCHING YOUR EYES, MOUTH OR NOSE.</b></li> <li>▪ Install hand sanitiser station in the warehouse along with guidance and the importance of use.</li> <li>▪ 03/09/2020 FLT driver has returned which means 2 operatives are now using one truck – instruction given to clean and sanitise truck after use to prevent transmission between</li> </ul>	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
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	users. S.D inducted. N.C & S.D Updated on FLT cleaning between use.				
PPE	<ul style="list-style-type: none"> <li>▪ PPE storage and retrieval</li> <li>▪ PPE should now remain in zoned work area to restrict employee movement around the factory. PPE has name of individual to stop unauthorised use by other employees.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
Tools / Equipment	<ul style="list-style-type: none"> <li>▪ Tools / Parts.</li> <li>▪ Employees must not share tools and all tools must be kept clean and remain in individuals zoned work area. Parts are to be set up on each work zone the day before, therefore reducing employee movement during the shift.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
Health Surveillance	<ul style="list-style-type: none"> <li>▪ Health Surveillance – Covid – 19</li> <li>▪ All employees if consenting will take their own temperature using (forehead thermometer) at the start of each shift. This will be carried out in unit 10 – (test station now set up)!!</li> </ul> <p>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> <li>▪ are older males</li> <li>▪ have a high body mass index (BMI)</li> <li>▪ have health conditions such as diabetes</li> <li>▪ are from some Black, Asian or minority ethnicity (BAME) backgrounds</li> </ul> <p>Should follow strict government guidelines</p>	5	1	5	<ul style="list-style-type: none"> <li>▪ Daily Briefings</li> </ul>
Emergency Procedures	<ul style="list-style-type: none"> <li>▪ In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪</li> </ul>
Compliance Audits	<ul style="list-style-type: none"> <li>▪ QIP's audits to be carried out to ensure Covid - 19 controls are working effectively - employee engagement must be used.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ 3 monthly or following any significant change</li> </ul>
New Employee (stock Controller)	<ul style="list-style-type: none"> <li>▪ Must agree and sign C-19 Risk assessment through People HR</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>▪ Full covid – 19 induction required - completed</li> </ul>

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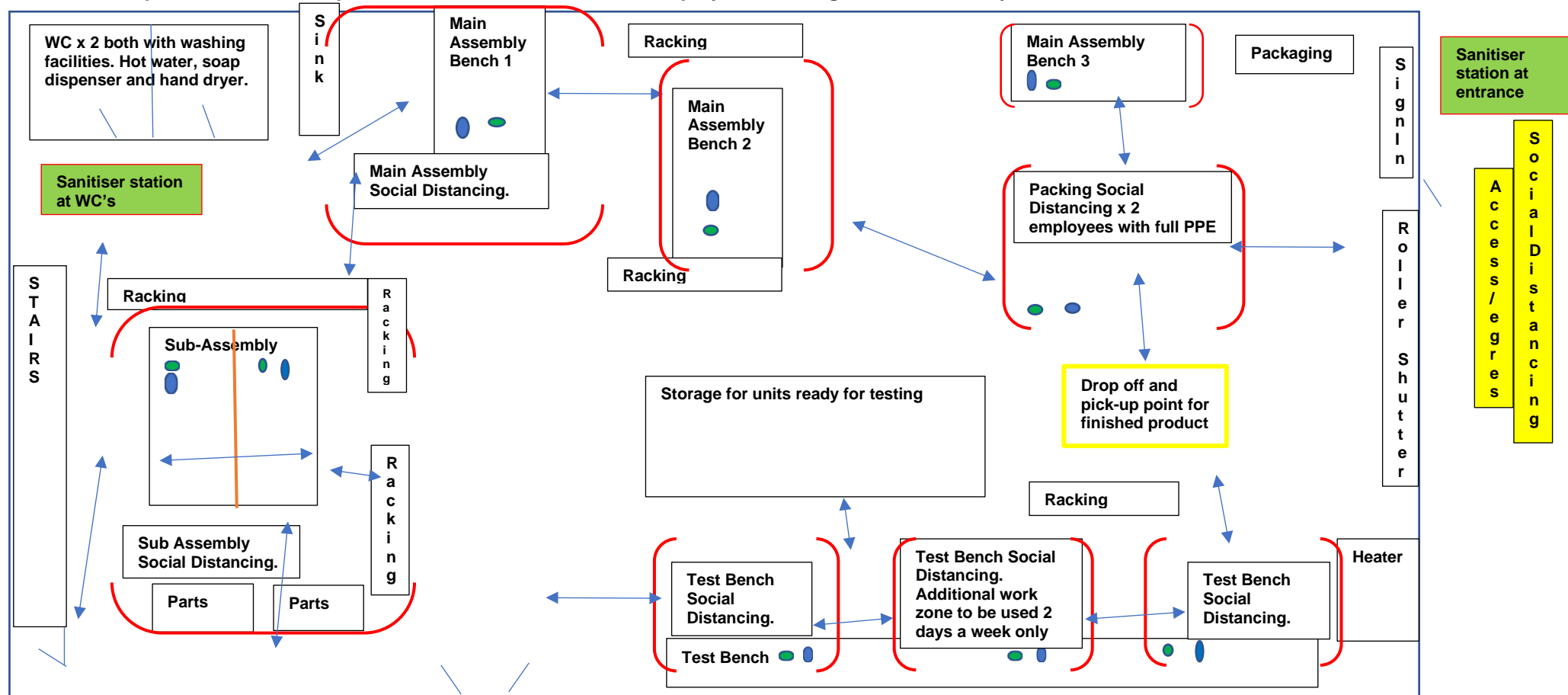
### Symptoms of Covid – 19

If anyone becomes unwell with a new continuous cough, loss of taste or smell or high temperature in the workplace, they will be sent home by their Line Manger and advised to follow the stay-at-home guidance. Line Managers will maintain regular contact with staff members during this time. If advised that a member of staff has developed Covid – 19 and were recently on our premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Source - <https://www.publichealth.hscni.net>

2m (6.5 foot) rule is applied at all distances. Ensure social distance warning signs are installed for all zoned workstations.

- Sanitiser stations installed at all work zones with instruction for use. Paper Handkerchiefs installed at all work zones with information on use.

Perspex screen fitted to prevent transmission between 2 employees working on sub assembly.



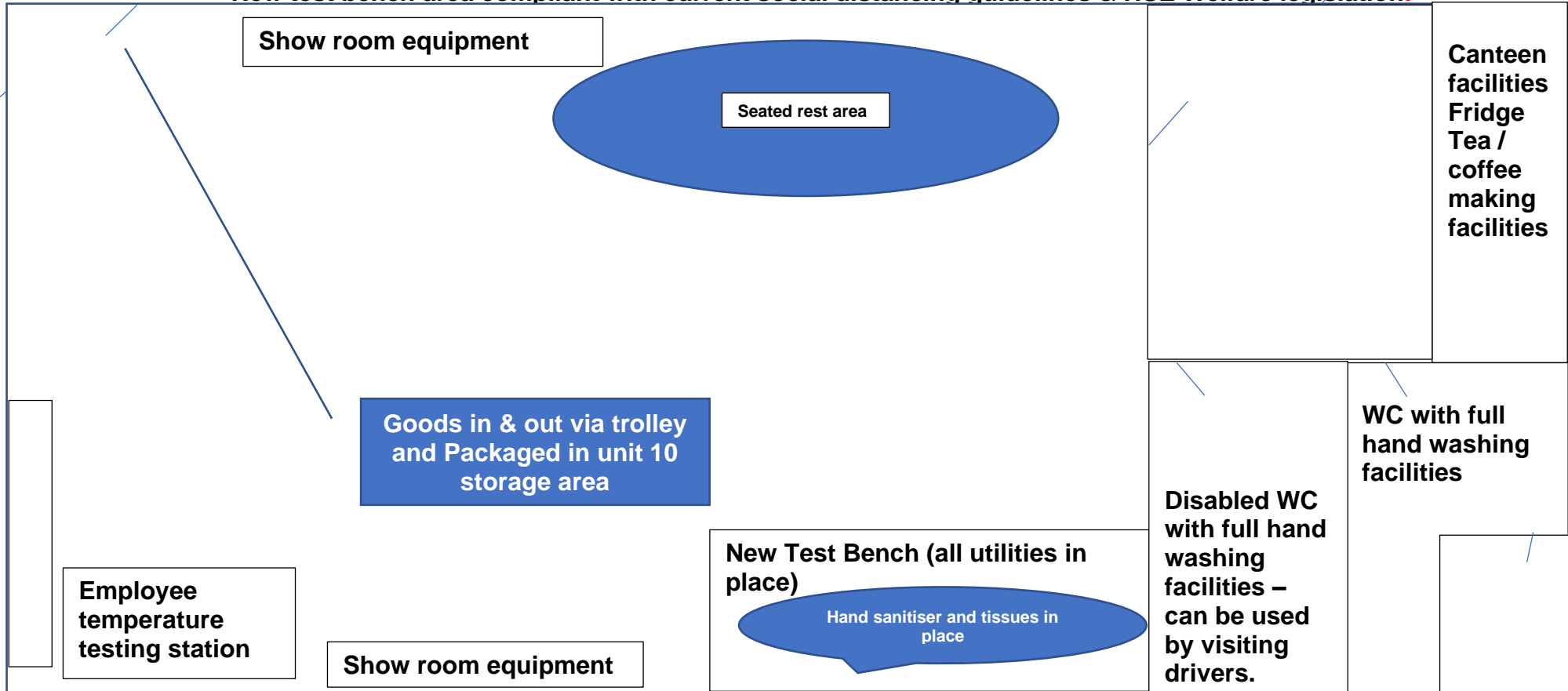
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**New test bench area compliant with current social distancing guidelines & HSE Welfare legislation.**



- Full social distancing in place.
- All welfare facilities in place.
- Heating in place
- Lone working controls in place along with supervision.
- Covid – 19 warning internal / external signs in place.
- Units to be transported on scissor lift from unit 12 to unit 10 and then packed in unit 10
- Staff have volunteered to work in unit 10, Sean Cobbledick.

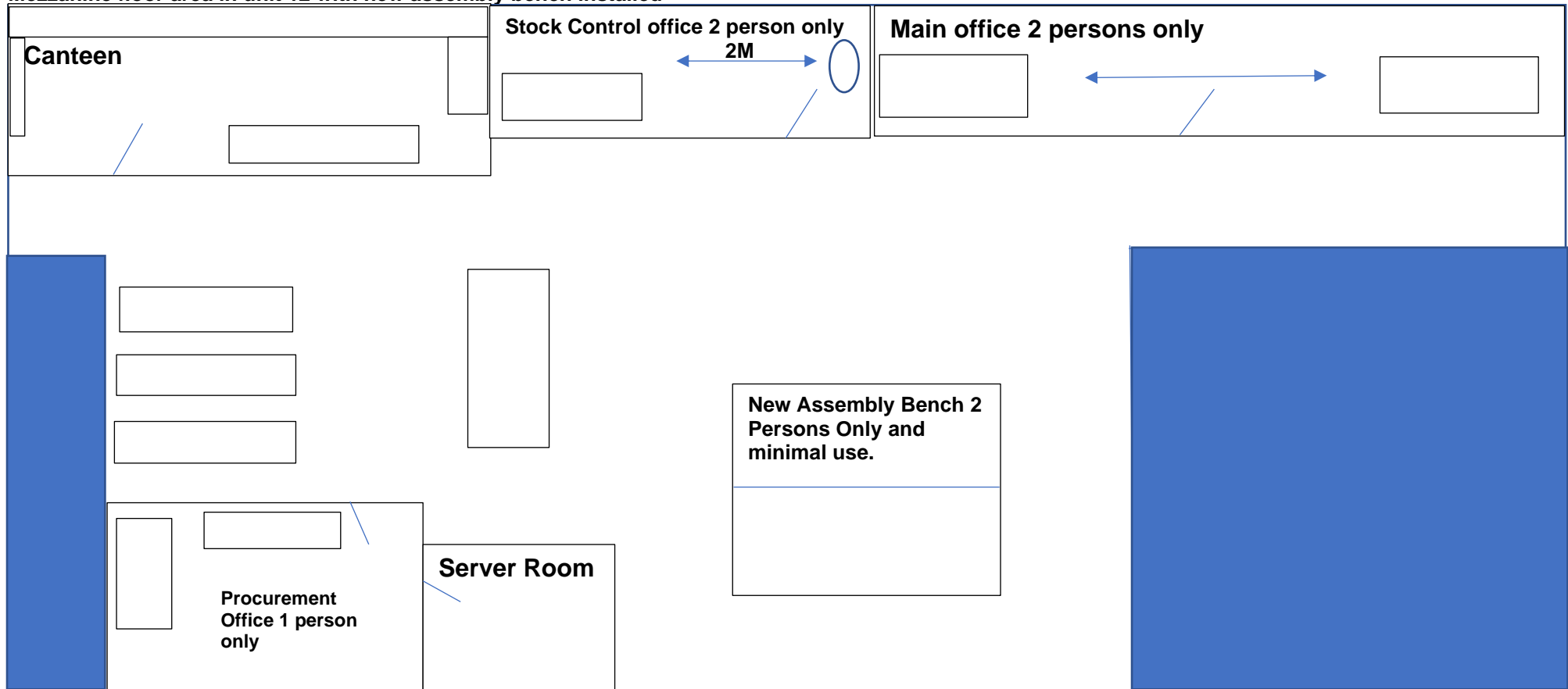
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**Mezzanine floor area in unit 12 with new assembly bench installed**



**Offices are all compliant to social distancing of 2M – New Assembly Bench achieves 2M social distancing – Canteen operates at reduced staff movement to achieve social distancing. All employee in this area have hand sanitisers – windows can be opened to achieve ventilation**





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### **Update 12/02/2021 – Government Covid – 19 vaccination.**

The Health and Safety at Work Act 1974 obliges employers to take reasonable steps to reduce any workplace risks; this duty gives employers justification for encouraging their employees to be vaccinated to protect themselves and everyone else at the workplace. COVID-19 is also a reportable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (known as RIDDOR) which strengthens employers' encouragement that employees should agree to vaccination.

If you do take the opportunity to be vaccinated, you must still always adhere to the company Covid – 19 risk assessment to protect yourself and other and continue to follow government guidelines.

### **Update emailed to all staff by HR Director. 06/04/2021**

**As we prepare to move the next lifting of lock down restrictions, the government have announced over the weekend that rapid lateral flow COVID-19 testing will now be made available to everyone in England from Friday 9<sup>th</sup> April. The Welsh and Scottish governments are yet to offer.**

**The government recommend twice weekly testing for those without symptoms. It is a simple swab test with the sample being taken from your tonsils and nose and results within 30 minutes.**

**The purpose of the test is to identify those that have the virus and could be infectious but do not have any symptoms.**

**Test kits will be available from local test centres, pharmacies and for home delivery and each pack will contain 7 test kits.**

**Please remember that if you do have symptoms, you must arrange a PCR test via the usual online booking system or by calling 119 and isolate until your results are confirmed.**



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**Recent update to social distancing, however Closomat will endeavour to maintain the 2M social distancing so far is as reasonably practicable.**

**Social distancing means keeping people apart to help reduce the spread of coronavirus.**

**Where possible you should keep people 2m apart. If this is not viable, keeping 1m apart with risk mitigation is acceptable.**

**In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in:**

**Daily Briefing – this must be noted and saved.**

**Is everyone fit and well, does not have a temperature, new persistent cough, loss of smell or taste. Are any family members suffering from high temperature, new persistent cough, loss of smell or taste?**

**Does anyone have any questions / concerns? you can speak to your Line Manager, Adele Entwistle (HR and Mental Health First Aider), HSE Representative (James Kinnear) or Phil Mellis (HSE Advisor)**

**Any HR questions??**

**Any messages from board??**

**Daily reminder of the importance of regular handwashing / hand sanitising - Hands – Face – Space**

**Daily reminder of the importance of social distancing.**

**Daily reminder of the importance of hand washing / sanitising following deliveries.**

**Remember to report any new symptoms to your line manager immediately.**

**Thank all employees for attending & deliver any operational messages from management**

Date-----

Time-----

Employee Name

Yes

No

Log any questions / actions here



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Source – GOV.UK

### Stay alert

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly

Do not leave home if you or anyone in your household has symptoms.

### 5 January 2021

National lockdown rules apply in England. Stay at home.

Find out what the rules are in Scotland, Wales and Northern Ireland.

Shielding has resumed in England. If you're shielding, do not attend work, school, college or university. You can get support if you're clinically extremely vulnerable, for example priority access to supermarket deliveries.



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### How test and trace help's fight the virus

The NHS test and trace service will help to control the rate of reproduction (R), reduce the spread of the infection and save lives. By playing your part through the actions set out below, you will directly help to contain the virus by reducing its spread. This means that, thanks to your efforts, we will be able to go as far as it is safe to go in easing lockdown measures.

You can help in the following ways:

- **if you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and order a test to find out if you have coronavirus**
- **if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help us alert other people who may need to self-isolate**
- **if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS test and trace service advises you to do so**

This specific guidance applies in England only. All 4 administrations are working closely together to have a consistent and joined-up approach to testing and tracing.



Source – GOV.UK

## 6. Going to work

National restrictions – Spring 2021.

On 22 February the government published the [COVID-19 Response - Spring 2021](#) setting out how COVID-19 restrictions will be eased over 4 steps.

The roadmap has set out indicative, 'no earlier than' dates for the steps which are 5 weeks apart. It takes around 4 weeks for the data to reflect the impact of the previous step and the government will provide a further weeks' notice to individuals and businesses before making changes.

Offices and contact centres can open under all steps if they're COVID-secure. Office workers should continue to work from home where they can.

This is essential to keeping the country operating and supporting sectors and employers.

Where it is necessary for you to [work in other people's homes](#) - for example, for nannies, cleaners or tradespeople - you can do so. Otherwise, you should avoid meeting for work in a private home or garden, where COVID-19 Secure measures may not be in place.

Employers and employees should discuss their working arrangements, and employers should take every possible step to facilitate their employees working from home, including providing suitable IT and equipment to enable remote working. Where people cannot work from home, employers should take steps to help employees avoid busy times and routes on public transport.

The risk of transmission can be substantially reduced if [COVID-19 secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.



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### **Handling goods, merchandise, and other materials**

Employees encouraged regarding increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

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HM Government



## Coronavirus

**Wash your hands  
with soap and water  
more often  
for 20 seconds**

Use a tissue to turn off the tap.  
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers



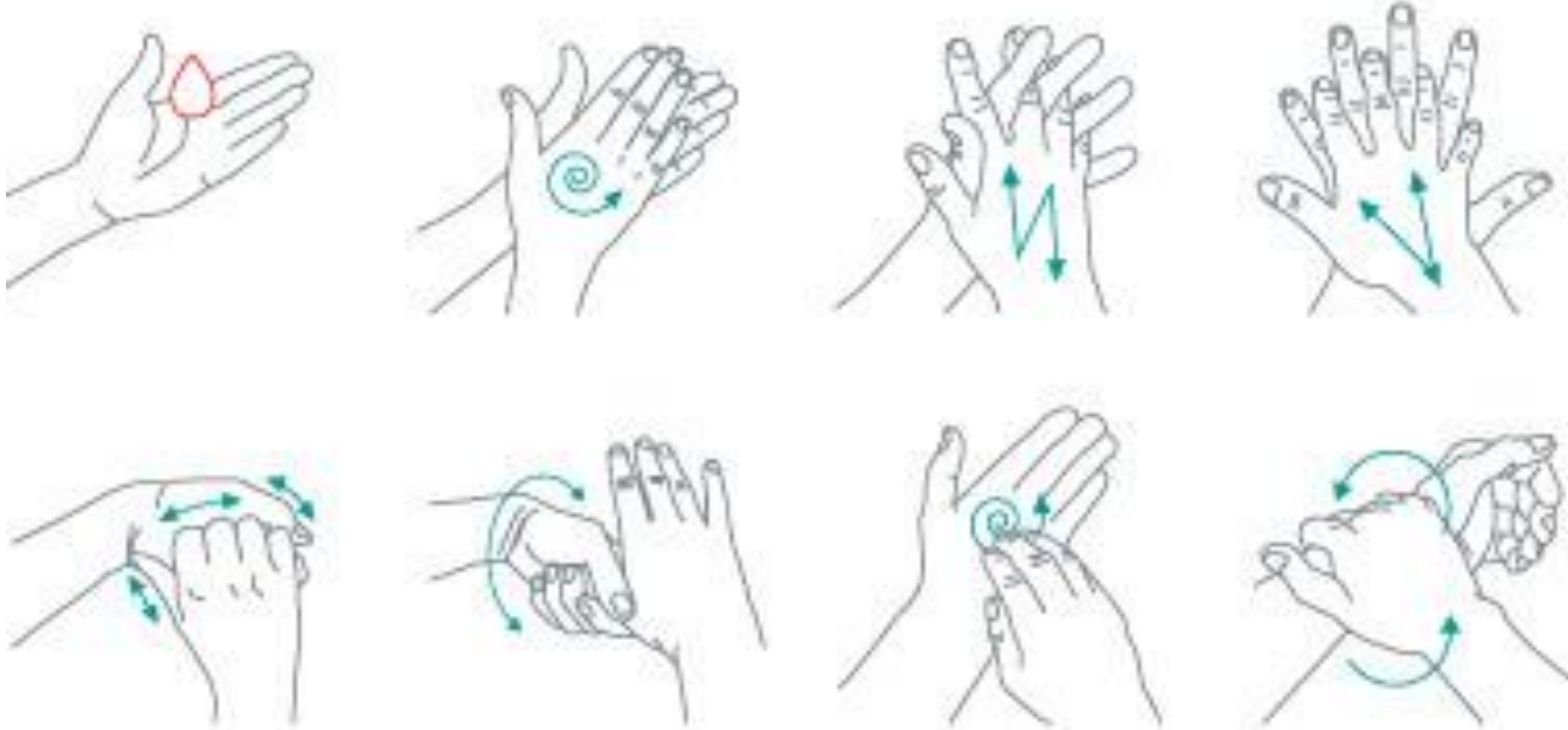
To be displayed on site.

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**To be displayed on all sanitising stations**



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Temperature testing guidance: -

Test area will be Unit 10.

On arrival to site please attend unit 10 (ensuring social distancing measures are maintained)



**EMPLOYEE TEMPERATURE  
TESTING ZONE.  
PLEASE ENSURE SOCIAL  
DISTANCING IS MAINTAINED AT  
ALL TIMES.  
STAY ALERT STAY SAFE**



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### Temperature Testing & Results

1. Press the trigger of the test probe and aim at the centre of your forehead (1.2 to 2 inches away). Providing the reading is below **38C (100.4F)** you can commence work.
2. If the initial reading is above **38C (100.4F)** you should report the reading to your line manager immediately.
3. You will then be asked to wait in an isolated space for 15 minutes before the test is repeated.
4. Should the second reading be below **38C (100.4F)** you can commence work.
5. Should the reading remain above **38C (100.4F)**, the temperature reading will be recorded along with the date and time and you will be asked to return home and arrange a COVID-19 test appointment via the government website. Results will be sent to HR and recorded confidentially.
6. Self-isolation will be required until test results have been returned.

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**ISOLATION ZONE.  
PLEASE WAIT 15 MINUTES  
BEFORE RETAKING THE TEST.**

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**WARNING  
THIS IS A SOCIAL DISTANCING  
WORK ZONE  
DO NOT ENTER**

To be clearly displayed on all zoned work areas

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**WARNING  
THIS IS A SOCIAL DISTANCING  
CANTEEN. PLEASE ADHERE TO  
THE 2M RULE**

To Be Displayed on canteen door

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**WARNING  
SOCIAL DISTANCING PLEASE  
ADHERE TO THE 2M RULE**

**TO BE DISPLAYED ON ALL WC DOORS**

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**WE ARE CURRENTLY OPERATING UNDER SOCIAL DISTANCING GUIDELINES. PLEASE RING THE BELL THEN STEP BACK BEHIND THE YELLOW AND BLACK LINE MARKED ON THE FLOOR.**

To be displayed externally



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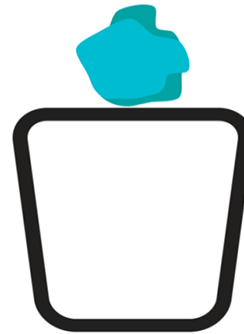
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**CATCH IT.**



**BIN IT.**



**KILL IT.**

To be displayed on all workstations next to handkerchiefs.

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HM Government

**NHS**

**Coronavirus**  
**Wash your hands.**  
**Don't touch your face.**

Help prevent infection.  
For more information go to:  
**gov.uk/coronavirus**

**STAY HOME ▶ PROTECT THE NHS ▶ SAVE LIVES**

The poster features a dark background with a close-up of hands being washed under a stream of water. The text is in white and green, with the NHS logo in blue and white. A yellow banner with red diagonal stripes at the bottom contains the slogan in black text.



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If the current situation changes in relation to Respiratory Protective Equipment (RPE) then all employees would require face fit testing as per HSE guidance. Anyone using RPE must always be clean shaven. Face Fit testing can still be carried out by an approved fit test company using social distancing techniques.

RPE is currently used by front line essential workers dealing with Covid-19 patients.

Other options could be the use of full-face visors, again currently only used by front line essential workers in close contact with Covid-19 patients or who are unable to social distance.

This Risk Assessment is based on current Government advice, guidelines, and recommendations as of the 12<sup>th</sup> May 2021. We will constantly monitor the current situation and this risk assessment will be updated in relation to any changes noted by the government. Any changes will be promptly communicated to all concerned with this Risk Assessment. Current situation – Relaxation of some restrictions, see government guidelines.