

2.1 Protecting People who are at higher Risk

Providing support for workers around mental health and wellbeing. This could include advice or telephone support	In place and being monitored.	no change
See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	Compliance	no change

2.2 People who need to self isolate

Enabling workers to work from home while self-isolating if appropriate.	If required - remote working available for office staff. Not available for factory staff.	no change
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Equality in the workplace

Understanding and taking into account the particular circumstances of those with different protected characteristics	none on site.	no change
Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	n/a	no change
Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	none required	no change
Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	none required	no change
Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	none required	no change

3.0 Social distancing at work

Further increasing the frequency of hand washing and surface cleaning.	Hand sanitisers, sprays & wipes supplied.	Additional staff briefing, additional sanitisers distributed.
Keeping the activity time involved as short as possible.	Currently minimal.	Re-organising work space to increase separation.
Using screens or barriers to separate people from each other.	n/a	n/a
Using back-to-back or side-to-side working (rather than face- to-face) whenever possible.	Currently minimal.	Re-organising work space to increase separation.
Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	Currently minimal.	Fixed crews where possible.

3.1 Coming to work and leaving work

Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Not required, Office staff currently 2 or 3. Factory staff 13.	no change
Providing additional parking or facilities such as bike- racks to help people walk, run, or cycle to work where possible.	Not required	no change
Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	n/a	no change
Reducing congestion, for example, by having more entry points to the workplace.	Not required	No congestion envisaged. Alternative routes planned for visiting drivers.
Using markings and introducing one-way flow at entry and exit points.	Not required	Hold points for Lorry drivers
Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	Hand sanitiser at all entry points.	Hand sanitiser at all entry points.
Providing alternatives to touch-based security devices such as keypads.	Key fobs in use.	no change
Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.	Not required	no change

3.2 Moving around buildings and worksites

Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Movement between factory & offices minimised. Exchange of paperwork now by scan.	no change
Reducing job and equipment rotation	Fixed crews on machines.	no change
Introducing more one-way flow through buildings.	Not required	no change
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible	n/a	n/a
Making sure that people with disabilities are able to access lifts.	n/a	n/a
Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses.	n/a	n/a
Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	none	no change

3.3 Workplaces and workstations

Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.		Lines have been laid out to provide greater worker separation.
Using floor tape or paint to mark areas to help workers keep to a 2m distance.		complete by workers changing area
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.		in progress
Only where it is not possible to move workstations further apart, installing screens to separate people from one another.	n/a	n/a
Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.	Fixed crews on machines.	no change

3.4 Meetings

Using remote working tools to avoid in-person meetings.	on-going	no change
Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	Compliance	no change
Avoiding transmission during meetings, for example, from sharing pens and other objects.	n/a	no change
Providing hand sanitiser in meeting rooms.	n/a	no change
Holding meetings outdoors or in well-ventilated rooms whenever possible.	n/a	no change
For areas where regular meetings take place, using floor signage to help people maintain social distancing.	n/a	no change

3.5 Common areas

Staggering break times to reduce pressure on break rooms or places to eat.	Office staff on rotation to maintain cover. Factory staff use outside spaces.	no change
Using safe outside areas for breaks.	see above	no change
Creating additional space by using other parts of the worksite or building that have been freed up by remote working.	Not required	n/a
Using protective screening for staff in receptions or similar areas.	Remote site, no visitors.	Additional signage and sanitisers available.
Providing packaged meals or similar to avoid opening staff canteens, where possible.	n/a	n/a
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	n/a	n/a
Encouraging staff to stay on-site during working hours.	Remote site, no local attractions	no change
Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.		in progress

3.6 Accidents, security and other incidents

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands	First Aiders have been briefed.	no change
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4 Managing your customers, visitors and contractors

Encouraging visits via remote connection or remote working for visitors where this is an option.	Any planned visitors have been postponed. Unless deemed important	no change
Limiting the number of visitors at any one time.	n/a	no change
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	None planned	no change
Maintaining a record of all visitors, if this is practical.	Visitor Book in use	no change
Providing clear guidance on social distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email.		Hold area for delivery drivers to factory. Hold area in office reception.
Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	n/a	n/a
Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	n/a	no change
Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.	n/a	n/a

5 Cleaning the workplace

5.1 Before reopening

Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	n/a	n/a
Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	n/a	n/a
Positive pressure systems can operate as normal.	n/a	n/a

5.2 Keeping the workplace clean

Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Daily cleaning routine.	Additional sanitisers at point of use. i.e. pallet trucks.
Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.	As above	As above
Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	on-going	no change
If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.	Compliance	no change

5.3 Hygiene – handwashing, sanitation facilities and toilets

Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Staff briefings, posters on noticeboards, national media.	additional signage.
Providing regular reminders and signage to maintain hygiene standards.	As above	As above
Providing hand sanitiser in multiple locations in addition to washrooms.	At all doorways into buildings.	Available.
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Increased use of contract cleaners out of hours.	Additional signage to allow one person in toilets only.
Enhancing cleaning for busy areas.	Increased use of contract cleaners out of hours.	no change
Special care should be taken for cleaning of portable toilets.	n/a	n/a
Providing more waste facilities and more frequent rubbish collection.	Bins emptied daily.	no change
Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	not possible.	n/a

Changing rooms and showers

Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	One shower available for emergency use.	Lockers moved to allow greater space between individuals.
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Increased use of contract cleaners out of hours.	no change

Handling goods, merchandise and other materials, and onsite vehicles

Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	Daily cleaning routine.	Additional sanitisers at point of use. i.e. pallet trucks.
Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	Staff briefed	Additional posters & signage to encourage staff participation.
Regular cleaning of vehicles that workers may take home.	n/a	n/a
Regular cleaning of reusable delivery boxes.	n/a	n/a
Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.	Compliance	no change

6 Personal Protective Equipment (PPE) and face coverings

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings	n/a	n/a
Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off	Staff briefings, posters on noticeboards, national media.	no change

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.	Staff briefings, posters on noticeboards, national media.	no change
When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.	Staff briefings, posters on noticeboards, national media.	no change
Change your face covering if it becomes damp or if you've touched it.	n/a	no change
Continue to wash your hands regularly.	on-going	no change
Change and wash your face covering daily.	n/a	no change
If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.	on-going	no change
Practise social distancing wherever possible.	on-going	no change

7 Workforce management

7.1 Shift patterns and working groups

As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people	Fixed crews, subject to attendance.	no change
Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	Required materials delivered by pallet.	no change

7.2 Work- related travel

Minimising non-essential travel – consider remote options first.	No work related travel during working hours.	n/a
Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	Some car sharing, no face to face travel.	no change
Cleaning shared vehicles between shifts or on handover.	n/a	no change
Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines	n/a	n/a
Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	n/a	n/a
Maintaining consistent pairing where two-person deliveries are required.	n/a	n/a
Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	n/a	n/a

7.3 Communications and Training

Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	Regular staff briefings	Updated staff briefings.
Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	Regular staff briefings	Updated staff briefings.
Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Regular staff briefings	none required.
Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.	Regular staff briefings	none expected.
Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	Mental Health First Aider available.	Mental Health First Aider available.
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Staff briefings, posters on noticeboards, national media.	Staff briefings, posters on noticeboards, national media.
Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	Staff briefings	Updated staff briefings.
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	n/a	n/a

8 Inbound and outbound goods

Revising pick-up and drop-off collection points, procedures, signage and markings.	None planned	no change
Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre- booking.	Most inbound & outgoing goods are paper free.	no change
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	on-going	no change
Where possible and safe, having single workers load or unload vehicles.	One warehouseman only.	no change
Where possible, using the same pairs of people for loads where more than one is needed.	Not required	no change
Enabling drivers to access welfare facilities when required, consistent with other guidance.	available	new signage and routes planned.
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	on-going	on-going

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