

## CORONA VIRUS SAFETY ASSESSMENT

<b>Description of workplace :</b> Manufacturing/distribution of reflective vinyl/traffic safety products
<b>Main hazards :</b> COVID-19
<b>Significant risks :</b> Spread of COVID-19 within workplace
<b>Persons at risk :</b> Employees, visitors to site, cleaners, drivers, contractors

See Section 2 for detailed analysis.

**OVERALL ASSESSMENT OF THE RISK?**     Low     Medium     High

Recommendations :	Priority	Action by	Completed :
Encouraging increased hand washing using soap/hot water, drying with paper towels	YES	HF	YES
Frequent hand sanitising using anti-bacterial gel provided throughout building	YES	HF	YES
Frequent disinfecting of food prep areas/fridges/bathrooms/sink areas	YES	HF	YES
Doors/door handles/hand rails are disinfected regularly	YES	HF	YES
Employees are provided with anti-bacterial wipes and are encouraged to clean their desk areas daily along with their keyboards and hand sets	YES	HF	YES
Limiting number of staff to offices at any one time, promoting work from home where possible	YES	HF	YES
Door closed policy to non employees	YES	HF	YES
Practising social distancing in the workspace, all desk chairs are at least 2m apart	YES	HF	YES
Any employee developing symptoms of COVID-19 or who has been asked to self isolate will be supported whilst staying at home. Laptops have been provided to enable healthy employees to continue working where possible	YES	YES	YES

Date of assessment : 03.11.2020 Date for re-assessment : 03.12.2020

Assessors name : Hayley Farrow

## SECTION 2

This listing does not include all potential hazards. It includes the main ones – each workplace location and environment has differing hazards. Not all these categories will apply or are of equal importance.

RR = Risk rating of low, medium or high.

Suitability	Yes	No	N/A	RR	Comment/Controls
<p>Are staff aware of the symptoms of Corona Virus?</p> <p>The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:</p> <ul style="list-style-type: none"> <li>cough</li> <li>difficulty in breathing</li> <li>fever</li> </ul>	✓				
<p>Have staff been told to self-isolate if they have any of the above symptoms?</p>	✓				
<p>Are you aware of employees with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease?</p> <p>If so. are they aware of the potential isolation procedures which may be enforced?</p>	✓				
<p>Is it possible for employees to work from home?</p>	✓				Most of our employees can work from home, there are a few that cannot but social distancing is easily practised within the warehouse
<p>Have staff been trained in the following:</p> <ul style="list-style-type: none"> <li>cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See <a href="#">Catch it, Bin it, Kill it</a></li> <li>put used tissues in the bin straight away</li> <li>wash your hands with soap and hot water often – use hand sanitiser gel if soap and water are not available. See <a href="#">hand washing guidance</a></li> <li>try to avoid close contact with people who are unwell</li> <li>clean and disinfect frequently touched objects and surfaces</li> <li>do not touch your eyes, nose or mouth if your hands are not clean</li> </ul>	✓				

<ul style="list-style-type: none"> <li>maintaining a distance of 2 metres from other persons.</li> </ul>					
Is hand sanitiser available?	✓				Throughout the building
Have you got a robust supply chain for reordering cleaning products related to Corona Virus?		✓			
<p>Is there a procedure in place if a member of staff thinks they are starting with Corona Virus?</p> <p>If someone becomes unwell in the workplace and the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.</p> <p>The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms. Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.</p>	✓				
Are there provisions in place for a deep clean to be carried out in the event of an outbreak happening on the premises?	✓				Yes, we work with an external cleaning company who can provide this is necessary
<p>Is there a cleaning regime in place?</p> <p>Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:</p> <ul style="list-style-type: none"> <li>all surfaces and objects which are visibly contaminated with body fluids</li> <li>all potentially contaminated high-contact areas such as toilets, door handles, telephones and keyboards.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice</p>	✓				

<p>Is there a waste disposal system in place?</p> <p>All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste.</p>	✓				
<p>Is there a restriction of access to site to necessary visits only?</p> <p>For site visitors a declaration form could be used which contains the following:</p> <p>Declaration to be signed ahead of visit that they have:</p> <ul style="list-style-type: none"> <li>- Not had close contact with anyone who has Corona Virus</li> <li>- Not experiencing fever, cough or breathing difficulties</li> </ul>	✓				
<p>Are any facemasks used, N95 or FFP2 rated?</p> <p>Have operatives had their mask face fit tested?</p>		✓			Face masks are not mandatory in the workspace but are freely available for employees who wish to use them
<p>Is it possible to reduce non-essential meetings and to reduce the number of people attending meetings?</p>	✓				Meetings are currently being held online for the foreseeable future
<p>Is it possible to reduce nonessential travel?</p>	✓				