

Risk Assessment



Brief details:	Exposure to Covid-19, the potential spread of the COVID-19 in the workplace through aerosol / droplet release and contact with contaminated clothing and/or surfaces.		
Department:	Entire of Powrmatic	Person completing assessment:	L. Wellman
Assessment date:	07/05/2020	Review date:	07/06/2020

Hazard	Person affected	Existing controls	L	S	RR	Additional controls	L	S	R R	Person responsible	Date
Exposure to Covid-19	Staff, contractors and visitors	<p>If staff have reason to believe they have been in close contact with someone who has covid-19 or believe they have covid- 19 they must follow government guidelines :</p> <ul style="list-style-type: none"> - Stay at home and avoid close contact with other people - Contact your line/manager to inform them. - Do not go to the GP surgery, hospital or pharmacy - Use 111 online coronavirus service to find what to do next 	1	5	5	If staff are vulnerable or are co-habiting with an individual in a vulnerable risk group special consideration must be looked at regarding furloughing.	1	5	5		

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		Upon entering site, wash hands thoroughly for at least 20 seconds with soap and water. Hands must be washed periodically but must be washed prior to eating, drinking, smoking and using the toilet. Hands are too be washed for a minimum of 20 seconds, hand washing procedures posters have been placed around all washing facilities.				Staff are advised to avoid contact with their eyes, nose and mouth with unwashed hands.			
		Use a tissue to catch coughs and sneezes, dispose of tissue in a bin. If a tissue is not available use the crook of your elbow. Ensure your hands are thoroughly washed after coughs / sneezing.				Catch it, Bin it, KILL IT			

		All internal doors are to be wedged open to reduce contact. In the event of a fire alarm, fire wardens are to close all doors.							
		<p>Employees have been supplied with spray bottles of chlorine water to clean down the following :</p> <ul style="list-style-type: none"> - Desks should be clear and cleaned at the end of every working day, desks can be cleaned periodically during the day. - Shop floor personnel to clean down their working areas periodically during the day. - Shop floor tools to be cleaned down after every use. Staff should use their own tools and not share. <p>Commonly touched features, i.e. clock machine, WC doors, etc. are to be cleaned down every 2 hours.</p>							

		Contractors and visitors have been asked not to visit site during this time, reception has been closed.							
		A portable toilet has been installed outside of logistics for lorry drivers to use to prevent them coming into the factory, cleaning facilities have been including for the drivers.							
		Hand sanitiser stations have been installed throughout the factory and warehouse entrances for staff to use. Staff are reminded these are not an alternative to soap and water.							
					Fencing removed from the front of gents toilets to allow better access.				
		RA to be reviewed monthly.							