

W Howard Group Ltd

Lower Green Lane, Astley, Tyldesley, Manchester, M29 7JZ

Location: Group

Title : Coronavirus - W Howard Workforce	Date of Assessment : 13/05/2020	Risk Assessor : Joseph Rylance
Risk Assessment Reference : CRA-02	People involved in making this assessment :	
Task/ Process : Working during COVID-19 Pandemic	People at Risk : Employees, Contractors, Members of the Public	

Hazard : Uninformed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction.
2. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place via a company issued letter.
3. NHS and Public Health warning posters displayed throughout the premises. Internally & Externally.
4. Risk Assessment and any other new procedures will be displayed in the entrance of the building & in the canteens.

Hazard : Shared Vehicle Use (FLT's) An enclosed space which drivers from both shifts will be using resulting in risk of transfer of infection on the various surfaces shared by the employees.

Control Measures:

1. Staff are urged to use provided gloves as PPE / masks to offer additional protection
2. Employees have been instructed to wipe down surfaces after use, using provided anti-bacterial wipes / spray.

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination

Control Measures:

1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross contamination.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities.
6. Leave the microwave in a clean condition and wiped out after use.
7. To thoroughly wash crockery and cutlery after each use to put them away.

8. Single use paper tissues are also provided in each canteen area.

9. If a dishwasher is available in the canteen facility, it must be used to thoroughly clean crockery and cutlery.

Hazard : Communal facilities, entrance, toilets, etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Additional contractor cleaning services have been increased to cover both shifts. Toilets and communal areas, along with workspaces, are cleaned more frequently than before.

2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. hand washing advice posters displayed.

3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.

5. Employees are to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

6. Employees are required to ensure that coats, scarfs and other personal items are stored within their lockers.

7. Additional canteen and toilet facilities installed to minimise staff congregation. Each production line has their own allocated canteen facility which is to be maintained and cleaned after use. (main site)

8. Other sites have precautions in place for breaktimes in canteens such as staggered breaks and maximum staff at once allowed.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Waste bins are provided at employee desk areas and within kitchen areas.

2. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin.

4. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff. using required PPE.

Hazard : Smokers Congregating Inhalation of second hand tobacco smoke and or vapours from e-cigarettes and close proximity may result in adverse coronavirus health effects.

Control Measures:

1. Smoking cigarettes or e-cigarettes is only permitted external to the site, allowing smokers to make use of the long footpath at the front of the factory.

2. Smokers are instructed to retain the advice of 2 metre social distancing.

3. Smokers are to be mindful of passing members of public during their smoke break. There is an increased amount of people going out for exercise and may in turn be using the footpath at the front of the site. Please maintain social distancing where possible.

Hazard : Meeting rooms Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible and only where social distancing is possible.
2. Staff using Conference and meeting rooms instructed to follow government advice and maintain a 2m separation distance.
3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give an explanation of this policy if required.
5. Meetings are now being held through Microsoft Teams, using audio / video conference calls.

Hazard : Workstations, IT and telephone equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Staff are instructed to ensure that their workstations, IT and telephone equipment, such as keyboards, screens & phones and headsets are cleaned and sanitised. Suitable wipes and cleaners provided.
2. Staff instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
3. Telephone equipment is cleaned by the contracted cleaning staff at the beginning of each day.
4. Office staff is now reduced to a minimal crew to ensure social distancing is achievable.
5. Factory workers must maintain social distancing at their workstations, which includes setting up as well as during operations.
6. Where possible, employees are permitted to work from home, this is to be advised by an employees line manager. All home workers will be provided with the necessary resources to carry out their usual tasks from home.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. 2 Metre stencil markings on the floor to create a visual guideline for employees to social distance.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Government advice, staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.

2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with government advice are taken on a case by case basis.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces. Additional cleaner now in place to cover both shifts.
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
4. Staff are required to report anything contaminated or spilt that requires cleaning.
5. Sign-off document in each canteen for cleaners to fill in once the canteen has been deep cleaned.

Hazard : Personal hygiene & health Poor personal hygiene standards or coming into work with ill health pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth.
2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
3. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be put into a bin for safe disposal.
4. Staff members temperatures are individually checked at the beginning of every shift - any member of staff showing potential fever symptoms are requested off site and advised to contact their GP / 111 none-emergency number for further advice.

Hazard : Contractors, Site visitors and external site visits. Current contractor control procedures pose a threat to employees due to signing in processes, inductions, etc, this includes visitors and our external sales team visiting other sites.

Control Measures:

1. Any contractors or visitors that require inductions should be performed electronically, i.e. over email. Documents should be scanned and filed away before the visit.
2. Risk Assessments and Method statements (RAMs) still need to be acquired before the visit, electronically only. Please specify that these RAMs need to include their safety precautions for the coronavirus.
3. Staff members are instructed to avoid any physical contact with visitors and contractors and must abide by social distancing rules.
4. Staff that are required to visit customer sites must maintain a high level of personal hygiene, clean up after themselves at the sites, avoid physical contact and limit visits to only essential visits.

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. Source a new form of visitor log book, preferably an electronic device that can be cleaned down with ease after use		Joseph Rylance	22/05/2020	Action Due

Hazard : Confirmed case of Coronavirus on site In the event of a confirmed case of coronavirus at W Howard or if the coronavirus begins to rapidly increase in the Nation again.

Control Measures:

1. As per government guidelines, any person who has been in contact with the confirmed case must self isolate for 7 days.
2. If during the 7 day isolation, symptoms develop, employees must self isolate for a total 14 days from when the initial symptom developed.
3. Potential for site closure if a case of Coronavirus occurs due to self isolation.
4. Preparations to notify customers & suppliers if a site closure was to occur.
5. W Howard to comply with government advice regarding lock-downs if deemed necessary.

Hazard : Wagon Drivers Risk of W Howard drivers delivering goods to various sites and being contaminated.

Control Measures:

1. Drivers have been equipped with cleaning wipes, hand sanitiser, masks and various protective gloves.
2. Wagon drivers instructed to remain in their cab where possible.
3. Wagon drivers instructed to avoid contact with customers / other site staff where possible.
4. COVID-19 Driver Workforce Procedure document provided for every wagon driver.
5. On arrival to a site employees are instructed to ensure the vehicle ready for tipping, before returning to the cab until the vehicle has been tipped.
6. Drivers instructed that once the FLT has safely moved away from the vehicle, to safely exit the cab and secure the vehicle ready for departure.
7. Alterations to delivery notes have been made, whilst abiding social distancing, drivers are now to acquire the full name of the employee unloading the goods instead of handing over the document for a signature.
8. All paperwork will be sent via email to the customer to ensure no paperwork or pens cross hands

Hazard : Accidents, security and other incidents In the event of an emergency situation, social distancing may be unachievable

Control Measures:

1. In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.
2. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Documents Associated with this Risk Assessment:

Review Date : 13/05/2021

Reviewer : Joseph Rylance