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Section 1: General Description

Assessment Title:		Assessment Reference No:		RA-P1-01	
COVID-19 Workplace Risk Assessment		Issue Number:		03	
Assessment Date:	Assessment Review Date:	OVERALL RISK		MEDIUM	
20 th July 2020	30 th August 2020	RESIDUAL RISK RATING		3	
Location (Site/department/area):			People who may be affected:		
Folds Road All site			Staff, Agency Workers, Visitors, Contractors, Drivers.		
Description of Operation Assessed:					
<p>This assessment has been completed to assess the risk to staff, agency workers and others who may be affected during the coronavirus COVID-19 pandemic.</p> <ul style="list-style-type: none"> • All areas • Production Areas – Paper Stores, Pulper Room, Wet end Production, Packing End Production, Robot Room. • Engineering workshop • Warehouse / Distribution Areas • Macerator Production including R&D areas • Offices • Communal Areas • Out Buildings • Other relevant activities • Home Workers <p>There is a separate risk assessment for engineers who attend hospitals to carry out installation and maintenance of macerators. Refer to VTS 002</p>					

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Specific Needs (Identify any consideration that should be taken for people with specific needs e.g. young people, lone workers, new or expectant mothers, individuals with disabilities)

Clinically Extremely Vulnerable persons – These are people with specific health conditions and have received a letter or e-mail from the NHS instructing them to self-isolate for 12 weeks (from the 23 Mar 2020). These people are classed as ‘shielded’. All staff falling into this category will not attend work.

Clinically Vulnerable persons – This group of people include those who are at increased risk of severe illness if they contract coronavirus (COVID-19) and includes pregnant workers and specific health conditions – the government guidance for these people is to be particularly stringent in following social distancing measures. These people should continue to attend their normal workplace unless directed to work from home by the company. Clinically vulnerable people who are at work are applying the hierarchy of control which is being monitored by supervision.

Occupational Health is available for all employees for which can be accessed via H.R.

Safe System of Work or Procedure reference(s):

See Covid 19 general risk assessment 363582

HM Government Guidance – Working safely during COVID-19 in factories, plants and warehouses. Dated 10th July 2020

HM Government Guidance – Working safely during COVID-19 in offices and contact centres. Dated 10th July 2020

Incident history – previous accidents, incidents or near misses?

None

Persons consulted:

Steve Birch, Steve Morris (Production), Richard Easterbrook (Distribution), Gary Partington (Macerators), Peter Lord (Engineering), Saj Vaka (Distribution), Michael Spencer (Macerators), Carl Edwards (Engineering), John Bond (Production)

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Section 2: Risk Matrix

Risk is assessed using a 4x4 risk matrix. The likelihood and the severity must be determined and an overall risk rating calculated.

		Severity (S)				RISK RATING
		NEGLIGIBLE (1)	MINOR HARM (2)	SERIOUS HARM (3)	FATALITY/ MAJOR INJURY (4)	
Likelihood (L)	UNLIKELY (1)	1	2	3	4	VERY HIGH
	POSSIBLE (2)	2	4	6	8	HIGH
	PROBABLE (3)	3	6	9	12	MEDIUM
	LIKELY/ FREQUENT (4)	4	8	12	16	LOW

If the Risk Rating is between:

		Priority
1-2	Continue with existing control, however monitor for changes	4
3-5	Reduce risk where practicable and regular ongoing monitoring	3
6-11	Additional control measures required to bring the risk down to an acceptable level	2
12-16	Immediate action necessary. Stop/do not start activity. Risk is not acceptable	1

SFAIRP – So Far as is Reasonably Practicable

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Section 3: Assessment of Risks

Hazard	Operation leading to risk of exposure	RISK			Current risk control measures in place	RESIDUAL RISK			Risk Reduced SFAIRP	Action Ref
		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
Employee in contact with confirmed case	Employee in contact with confirmed case and contact from Test and Trace service	3	3	9	<p>The company will assist the test and trace service by keeping records of staff attendance and shift patterns through the T&A system Ceequel.</p> <p>These records are held for a minimum of 21 days</p> <p>The Company will assist NHS test and trace where requests for data are needed to enable containment of clusters or outbreaks of Covid-19</p>	1	3	3	Yes	None
Confirmed case of Covid-19	Outbreak within the business requiring co-operation with Public Health England (PHE)	3	3	9	<p>A single point of contact (SPOC) has been nominated on site. The SPOC will lead on contacting PHE</p> <p>In the event of confirmation of more than one case on site the SPOC will contact PHE health protection team to report a suspected outbreak.</p> <p>If the local PHE health protection team declares an outbreak, the Company will record details of symptomatic staff and assist with identifying contacts. The Company will ensure all employment records are up to date. Information about the outbreak management process will be provided by PHE, which will help to implement control measures, assist with communications to staff, and reinforce prevention messages.</p>	1	3	3	Yes	None
All areas	Close and prolonged contact with others working in or entering the site. Contact with contaminated surfaces.	3	3	9	<p>Site rules have been communicated to all staff summarising the findings of the risk assessment and the control measures that must be followed.</p> <p>Communication to all staff instructing people to stay at home if they have Covid-19 related symptoms and call their manager or supervisor as soon as practicable.</p> <p>Managers have planned for the minimum number of people needed on site to operate safely and effectively. Wherever possible arrangements have been made for those who can work from home to do so.</p> <p>Staff can come back to work if they have any serious wellbeing concerns whilst working from home and with permission from their manager.</p>	1	3	3	Yes	None

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					<p>People are working at one site only and only travel to another site if absolutely necessary.</p> <p>Only essential contractors are permitted on site</p> <p>The hierarchy of control measures has been implemented on site following government guidance:</p> <ul style="list-style-type: none"> The frequency of handwashing is encouraged, and signage is in place throughout site. There are several hand sanitiser stations situated throughout site. Increased surface cleaning throughout site of commonly touched surfaces such as door handles All reasonable efforts have been made to follow social distancing guidelines (keeping people 2 metres apart or 1 metre with risk mitigation where 2 metres is not viable). Signage is in place and staff have been briefed. This applies to all people on site unless people are living in the same household. <p>Other risk mitigation that has been followed includes:</p> <ul style="list-style-type: none"> Using screens or barriers to separate people from each other Using back-to-back or side-to-side working (rather than face to face) Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person only works with a few others) <p>Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, the business has considered whether that activity needs to continue for the business to operate, and if so, has taken all the mitigating actions possible to reduce the risk of transmission between staff</p> <p>Where face to face working cannot be avoided, face coverings are available as a precautionary measure and the operation to be carried out as short a duration as possible. Training in the correct fitting and use of face coverings is undertaken when required.</p>					

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					<p>Supervision throughout the shift monitor compliance to the hierarchy of control measures.</p> <p>Staggered start and finish times in place for some staff.</p> <p>Staggered break times in place to avoid congestion within the canteen areas.</p> <p>Hi-vis vests being worn by shop floor employees indicating 2 metre distancing.</p> <p>Only essential contractors/visitors allowed on site – this will be assessed on a case by case basis. This will only be allowed if social distancing measures can be adhered to.</p>					
Production Areas	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p>The hierarchy of control measures are in place.</p> <p>2 metre distance floor markings are in place for walkways adjacent to the production offices, engineering workshop, clock machine and the front of No. 10 machine.</p> <p>Safe distancing is in place at the packing end of production and is monitored by supervision</p> <p>Floor markings have been placed along the main thoroughfare from the main factory entrance to the distribution department.</p> <p>Staff working in areas where noise levels encourage people to raise their voices or move closer together have been briefed to avoid having conversations in noisy areas, to speak side-to-side and to move to a quieter area if necessary</p> <p>Air flow is good throughout the operation areas which reduces the risk of the virus spreading.</p>	1	3	3	Yes	01
Engineering	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p>The hierarchy of control measures are in place.</p> <p>On breakdowns two engineers, who are in fixed teams, can initially check the machine maintaining side-to side working but if one engineer can repair the machine in a safe manner then that is what is expected.</p>	1	3	3	Yes	None

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					<p>If two engineers have to work face to face together for a short period of time, then a face covering is available as a precautionary use and maybe worn by both engineers. The amount of time working face to face is kept to an absolute minimum.</p> <p>Forklift trucks, tools and other equipment are cleaned using cleansing wipes after use.</p>					
Warehouse / Distribution	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p>The hierarchy of control measures are in place.</p> <p>Floor markings around the loading area are at 2-metre intervals.</p> <p>There is a system set up so there is no signing of driver's paperwork or electronic handheld device.</p> <p>Drivers have portable toilets available which are located in the distribution yard and extra cleaning has been undertaken.</p> <p>All areas and surfaces throughout the department where people are likely to touch are cleaned before use.</p> <p>Non-alcoholic cleansing wipes are available for fork-lift trucks to clean before use.</p> <p>Doors other than fire doors are wedged open to avoid hands touching the handles.</p> <p>Pallet truck handles are cleaned with cleansing wipes on a regular basis.</p> <p>Fixed teams in place when loading trailers.</p> <p>System in place to keep social distancing measures in place whilst loading inside the container.</p>	1	3	3	Yes	None
Macerator Production including R&D areas	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p>The hierarchy of control measures are in place.</p> <p>Barriers are in place to shield employees working within the manufacturing cells.</p> <p>There is a clean down of each manufacturing cell and tools using cleansing wipes at the start of each shift.</p> <p>As there is only one person using each tool these are cleaned with</p>	1	3	3	Yes	None

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					<p>cleansing wipes at the end of the day.</p> <p>Floor markings in place within the macerator dept. have been redefined</p> <p>Start and finish times are different than for production staff and warehouse staff.</p> <p>The number of staff may increase to meet demand another shift is being considered and further space is being developed.</p>					
Offices	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p>To ensure the 2-metre social distancing is adhered to, each person in the office is responsible for maintaining distancing measures from each other and to inform people if they encroach the 2 metre distance and not to allow further people in the office if 2 metres cannot be achieved.</p> <p>There are other empty offices in the first-floor office block which could accommodate people.</p> <p>The ground floor office block area is currently out of use and could accommodate more staff if required.</p> <p>No hot desking, employees to have their own desk and equipment.</p> <p>Cleansing wipes available to clean office equipment.</p>	1	3	3	Yes	None
Communal Areas	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p>The hierarchy of control measures are in place.</p> <p>2m distancing within the following communal areas is achievable ensuring the number of people in the area is kept to a minimum.</p> <p>Warehouse canteen – 5 people</p> <p>Production / Engineering canteen – 8 people</p> <p>Locker rooms – 2 people.</p> <p>Kitchen areas both in the canteen and first floor office – 2 people.</p> <p>People are keeping their 2metre distance whilst queuing up at the clocking in machine, there are distance markings on the floor. The clock machine is hands free.</p> <p>People to keep apart on thoroughfares by walking on the left-hand side.</p> <p>Toilets, Further toilets will be made available to staff such as disabled</p>	1	3	3	Yes	None

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					toilets within the factory, where social distancing cannot be maintained then the number of persons within the toilet areas shall be limited to one person. Signs are in place within the toilet areas encouraging suitable hand washing. Toilets are regularly cleaned. Hand towels are to be made available rather than hand dryers and towelling on a roll.					
Out Buildings.	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	The outbuildings include compressor house, oil store and the old boiler house. These buildings are rarely entered and a 2m distance can be maintained if more than one person enters these buildings. The gas store house is controlled by North West Gas.	1	3	3	Yes	None
Vehicle Use	Close and prolonged contact with others Contact with contaminated surfaces	3	3	9	Only one person in the vehicle (shunt vehicle) cleaning before and after use with cleansing wipes.	1	3	3	Yes	None
Other relevant activities	Close and prolonged contact with others working in or entering the area. Contact with contaminated surfaces	3	3	9	<p><u>Emergency evacuation of site</u> – Social distancing should be adhered to where safe to do so</p> <p><u>Air Conditioning</u> – The air conditioning at Folds Road was recently serviced on 4th March 2020.</p> <p><u>Deliveries/ Service signature</u> – To minimize person to person contact Vernacare employee uses their own pen and keep their 2m distance from the contractor. The Vernacare employee wears gloves throughout.</p> <p><u>Security Guard</u> – The security guard is social distancing in the team leader’s office.</p> <p><u>Smoking Area</u> – 2m. social distancing is achievable; this has been enhanced by signage within the smoking shelter.</p> <p><u>Meetings</u> - Meetings to be carried out via skype or similar. If meetings are held in person a 2-metre distance will be maintained and meetings with more than 2 persons to be held in the board room. Consider</p>	1	3	3	Yes	1

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					<p>meetings outside if safe to do so.</p> <p><u>First Aid</u> – First aid advice to be communicated to first aiders.</p> <p><u>External Stores Delivery Point</u> – A table with a surrounded barrier is set a suitable distance away from the delivery point. This enhances social distancing for external deliveries. A canopy is in place.</p>					
Home Workers	Using Display Screen Equipment and Wellbeing whilst working from home	2	3	6	<p>DSE USE</p> <p>All staff working from home have been issued with online training and a toolbox talk detailing the hazards, health effects, how to ensure they are correctly set up and the need to take regular breaks from the equipment.</p> <p>DSE assessments completed to ensure they are set up correctly</p> <p>Where necessary equipment has been delivered to staff (for example screens, keyboards etc.) to improve their workstation set up</p> <p>Staff instructed to highlight to their manager if they have any issues.</p> <p>LONE WORKING & STRESS AND MENTAL HEALTH</p> <p>Managers keep in regular contact with their staff to ensure they are safe, well and they have no issues with workloads.</p> <p>Support is also available via occupational health if required</p>	1	2	2	Yes	None



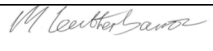
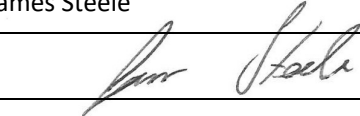

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Section 4: Further Action Plan

Action Reference Number	Further Action Required	Priority (Residual Risk Rating)	Actionee	Actionee Signature	Timescale	Status
N/A	None	N/A	N/A	N/A	N/A	N/A

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Section 5: Risk Assessment Sign Off

Risk Assessor:	
Print:	M. Leatherbarrow
Signature:	
Date:	20 Jul 2020
Signature below denotes agreement with both the risk assessment and the further action plan	
Risk Owner:	
Print:	James Steele
Signature:	
Date:	29 th July 2020
Health & Safety Manager:	
Print:	M. Leatherbarrow
Signature:	
Date:	20 Jul 2020