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Section 1: General Description

Assessment Title:		Assessment Reference No: 363585	
Coronavirus (Covid-19) Workplace Risk Assessment		Issue Number: 03	
Assessment Date:	Assessment Review Date:	OVERALL RISK	High risk only from international air travel – risk rating for all other activities is MEDIUM (3)
24 July 2020	30 August 2020	RESIDUAL RISK RATING 6	
Location (Site/department/area):		People who may be affected:	
Matrix Park – throughout site		All staff, agency workers, drivers, visitors and contractors	
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"> • Production Areas – Dry Wipes, Wet Wipes, Clean Room and Woundcare. • Engineering workshop and plant areas • Warehouse / Distribution Areas • Offices • Meeting rooms • Communal Areas (Toilets, Canteen, Corridors) • External Areas • Sales visits to customers (including international travel) • Home Workers • Other activities 			

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Specific Needs of people who may be affected

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 continue to work from home where possible provided they are well enough to do so.

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.

Occupational health support is available for all employees which can be accessed via HR

Safe System of Work or Procedure reference(s):

For general risks and control measures previously put in place refer to Coronavirus risk assessment 363582

For general cleaning procedures within production areas refer to SOP-04-01

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

Incident history – previous accidents, incidents or near misses?

One confirmed case in May 2020 – asymptomatic Warehouse operative

Persons consulted:

Steve Birch (Site), Darren Gaunt, Ian Rathmill, Tony Holt, Dave Wilkinson, Jimmy Grimwade, Oliver Kershaw (Dry Wipes), Tony Pullen, Caroline Threadgold and Justyna Drozd (Woundcare), Steve Brannon, Carl Tyson and Charlie Fenech (Warehouse), Gary Richardson, Julie Morrison and Jeanette Snape (Wet Wipes and Clean Room), Derek Hindley (Maintenance), Paul McIntyre (Sales), Hakeem Adebisi (International Business) Alison Broomhead (Gemini cleaners)

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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

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		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
General access to site	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>The minimum number of people required on site for it to operate safely and efficiently will attend site. 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> <p>Staff will attend one site only and movement between sites is avoided where possible.</p> <p>Only essential contractors/visitors are permitted 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> <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. Hand sanitiser is located throughout site and at all entrances/exits. All staff have been briefed. • 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 	1	3	3	Yes	None

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					<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>					
Dry Wipes	<p>Close and prolonged contact with others working in or entering the area</p> <p>Contact with contaminated surfaces</p> <p>High number of agency staff who may change regularly means an increased exposure to different people</p>	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Creel operatives – The majority of the time operators are 2 metres apart; the exception is when both operators are threading the material on opposite sides of the line and will be face-to-face for a short duration. Screens are in place between the two sides.</p> <p>When moving around the area the duration of any contact within 2 metres is minimal. This is generally 2 people who are 'paired'</p> <p>Machine operators – work over 2 metres apart, when moving around the area the duration of any contact within 2 metres is minimal</p> <p>Palletising operators – 2-metre distancing is possible most of the time. This is generally 2 people who are 'paired'.</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</p>	1	3	3	Yes	None

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		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
					quieter area if necessary Office – generally one person working in areas – 2 people maximum in room and signage in place indicating maximum occupancy 1 person working in this department is classed as ‘Clinically Vulnerable’. Regular monitoring of compliance by Managers and Supervisors					
Wet Wipes	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	Frequency of cleaning has been increased for commonly touched surfaces. Hand sanitiser is available in the area and surface cleaner and wipes Chemical mixing – only one operative carries out this task in a separate area. This is also the entry exit route, there is sufficient space for the operator to move back 2 metres to allow others to pass Quarterfold – Only one person works on this machine and they are 2 metres from other operators Fuji Infeed – 2 people are ‘paired’, there is a dividing screen between the operators, and they stand side by side Machine operator and quality checking – 2-metre distancing is possible, and screens are in place between them and the packing operators Fuji outfeed - 2 people are ‘paired’, there is a dividing screen between the operators, and they stand side by side Palletising – one operator is positioned 2 metres from packing operators, they will also take pallets into the warehouse where there is sufficient space to stay 2 metres from others Sewing machines – only one operator works in this area and there is sufficient space for 2-metre distancing Face coverings (surgical masks) are available for use in this area and their use is optional, all staff are currently wearing face coverings. Staff	1	3	3	Yes	None

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		L 1-4	S 1-4	R 1-16		L 1-4	S 1-4	R 1-16		
					<p>have received training in the correct use of masks.</p> <p>When leaving or entering the area all operators leave at the same time and go through the handwash and changing areas one behind the other.</p> <p>Office – only one person working in this area – 1 person maximum in room and signage in place indicating maximum occupancy</p> <p>2 people working in this department are classed as ‘Clinically Vulnerable’.</p> <p>Regular monitoring of compliance by Managers and Supervisors</p>					
Clean Room	<p>Close and prolonged contact with others working in or entering the area</p> <p>Contact with contaminated surfaces</p>	3	3	9	<p>General operations in this area is in a controlled clean room environment with regular hand sanitising and surface cleaning part of the normal routine</p> <p>Operators have adequate space to stay 2 metres apart.</p> <p>Face coverings (surgical masks) are available for use in this area and their use is optional, all staff are currently wearing face coverings. Staff have received training in the correct use of masks</p> <p>1 person working in this department is classed as ‘Clinically Vulnerable’.</p>	1	3	3	Yes	None
Woundcare	<p>Close and prolonged contact with others working in or entering the area</p> <p>Contact with contaminated surfaces</p>	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Knitting – a maximum of 3 people work in this area and there is adequate space to stay 2 metres apart. FFP2 face masks are worn when blowing down equipment</p> <p>Sewing and Packing – some workstations in this area are within 2 metres. Screens have been installed where operators work within 2 metres of each other. Generally, operators do need to pass each other within 2 metres but this time is kept to a minimum. The same team of staff work within this area (max 10 people)</p>	1	3	3	Yes	None

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					<p>Steamer area – 2 members of staff work in this area and they are over 2 metres apart. There is adequate space for others entering the area to keep 2 metres apart. When cleaning the machine more than 2 people may be in the area. – they have been instructed to keep 2 metres apart</p> <p>Woundcare Office – only one person working in this area – 1 person maximum in room and signage in place indicating maximum occupancy</p> <p>3 people working in this department are classed as ‘Clinically Vulnerable’.</p> <p>Regular monitoring of compliance by Managers and Supervisors</p>					
Engineering Workshop and Plant Areas	<p>Close and prolonged contact with others working in or entering the area</p> <p>Contact with contaminated surfaces</p>	3	3	9	<p>Handwash facilities available</p> <p>Only one person works in this area, there is adequate space for 3 people to stay 2 metres apart</p> <p>All tools are cleaned before and after use</p> <p>Plant areas have sufficient space for people to work 2 metres apart.</p> <p>Maintenance tasks may involve 2 people working closely together. This will be side by side where possible and for the minimum period possible.</p> <p>Face coverings are available and their use is optional</p> <p>Contractors are controlled through permit to work and only essential work is being completed. Checks are completed before contractors enter site to ensure they have no symptoms and have not been in contact with anyone with symptoms for the past 14 days.</p> <p>1 person working in this department is classed as ‘Clinically Vulnerable’.</p>	1	3	3	Yes	None
Warehouse & Distribution	<p>Close and prolonged contact with others working in or entering the area</p> <p>Contact with</p>	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand washing facilities, soap and disposable hand towels are available</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Drivers are not permitted in the Warehouse and keys are collected on</p>	1	3	3	Yes	None

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	contaminated surfaces				<p>the yard (placed into a tub and not physically handled)</p> <p>A portable toilet is in place on the yard for drivers use and this is regularly cleaned.</p> <p>All external doors kept closed to prevent unauthorised entry</p> <p>General operations – there is adequate space in the area for operators to stay 2 metres apart, if operators do need to pass each other within 2 metres this time is kept to a minimum</p> <p>Unloading containers – this requires 2 to 3 people to work together (a fixed team) removing boxes from the container and placing them on a pallet. Operators walk past each other continuously over 3 hours to unload.</p> <p>Face coverings (surgical masks) are available for use when doing this task and their use is optional, all staff are currently wearing face coverings when unloading containers. Staff have been trained in there correct use.</p> <p>Use of FLT's, trucks and shunt vehicle – cleaning materials are available and controls are cleaned before each use. Operators use one specific truck throughout the day where possible.</p> <p>Stores Office – Only one person is permitted to work in this office due to limited space – signage in place indicating maximum occupancy</p> <p>Warehouse office – 4 people work in this office and there is 2 metres between each workstation. Restrictions are in place for the people who are permitted to enter the office (Supervisors only). Signage in place indicating maximum occupancy of 5 people.</p> <p>2 people working in this department are classed as 'Clinically Vulnerable'.</p> <p>Regular monitoring of compliance by Managers and Supervisors</p>					

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Offices	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area and surface cleaner and wipes</p> <p>Only the minimum number of staff required are working within the offices. All others are working from home</p> <ul style="list-style-type: none"> • Main office – maximum of 1 per pod (3 desks) • Bottom of mezzanine – currently maximum of 3 • Mezzanine office – maximum of 1 per pod (3 desks) • Other Manager offices – maximum of 1 person per office – each of these offices can also accommodate 1 or 2 other people for short duration - Signage is in place indicating the maximum occupancy <p>There is no 'hot desking' each person has their own desk and equipment</p> <p>All staff classed as 'clinically vulnerable' are working from home</p>	1	3	3	Yes	None
Meeting Rooms	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces. Cleaning materials are available for cleaning tables before and after use and signage in place</p> <p>Meetings are being carried out remotely wherever possible</p> <p>Signage is in place for maximum occupancy levels and desks/chairs have been positioned to ensure 2 metre distance is adhered to:</p> <ul style="list-style-type: none"> • Oracle – 9 people • Matrix – 2 people • Board Room – 9 people • Cotton on – 3 people • Engine room – 8 people • Spin – 4 people 	1	3	3	Yes	None

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Toilets	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand washing facilities, soap and disposable hand towels are available.</p> <p>Hand driers have been removed from use</p> <p>Signage in place for maximum occupancy for toilets where 2-metre distance can be adhered to is:</p> <ul style="list-style-type: none"> • Upstairs gents – 2 people • Upstairs ladies – 2 people • Downstairs gents (behind reception) – 2 people • Downstairs ladies (behind reception) – 2 people • Gents (near samples) – 1 person • Ladies (next to locker room) – 3 people • Disabled toilet (reception) – 1 person • Disabled toilet (near samples) – 1 person 	1	3	3	Yes	None
Corridors	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	<p>Frequency of cleaning has been increased for commonly touched surfaces.</p> <p>Hand sanitiser is available in the area</p> <p>It is not possible to adhere to 2-metre distancing in corridors, however, contact time is minimal.</p> <p>Time may be longer during clocking in and out. Contactless clocking.</p> <p>2-metre markings are in place along the corridors at clocking locations to indicate safe distance when queuing</p>	1	3	3	Yes	None
Locker Room	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	<p>A large number of staff use this area throughout the day and this includes staff from all production and Warehouse departments (except Dry Wipes).</p> <p>Breaks are staggered between departments to minimise the cross-over of staff from different areas</p> <p>Lockers have been repositioned to ensure that staff from the same department are not in the same area when using the locker room.</p>	1	3	3	Yes	None

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Canteen and kitchen areas	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	Frequency of cleaning has been increased for commonly touched surfaces. Cleaning materials are available for cleaning tables before and after use and signage in place Hand sanitiser is available in the area There is sufficient space in the canteen for the number of users to stay 2 metres apart Signage is in place indicating maximum occupancy of kitchen areas	1	3	3	Yes	None
Smoking Shelter	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	Staff use this area throughout the day, and this includes staff from all departments There is adequate space to keep 2 metres apart Good ventilation in area Seats have been removed from the shelter and signage is in place to promote 2-metre distancing	1	3	3	Yes	None
External Areas	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	Minimal number of people work externally Good ventilation and adequate space to keep 2 metres apart	1	3	3	Yes	None
Sales Visits to Customers	Close and prolonged contact with others at premises not controlled by Vernacare Contact with contaminated surfaces	3	3	9	All visits to customer premises are on hold. – this will be reviewed as required	N/A	N/A	N/A	N/A	N/A

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International travel - Eurotunnel	Travelling by own vehicle through the tunnel for meetings in other countries	3	3	9	<p>Prior to any international travel, an assessment will be completed to determine the risk level and any specific controls required</p> <p>International travel is permitted to those countries and territories not deemed as 'all but essential' travel. This will be regularly reviewed.</p> <p>Government guidance for travelling overseas will be followed and the specific requirements of each individual country will be considered.</p> <p>Arrangements in place at hotels and sites visited will be checked prior to travelling to ensure that sufficient precautions are in place to protect staff.</p> <p>Travelling by Eurotunnel is the preferred method of travel to overseas countries where practicable.</p>	1	3	3	Yes	None
International travel - Air	Close and prolonged contact with others at airports and on flights	3	3	9	<p>Prior to any air travel, an assessment will be completed to determine the risk level and any specific controls required. This will also consider if the travel is necessary or if meetings can be carried out remotely.</p> <p>Government guidance for safer air travel for passengers will be followed</p> <p>Face coverings must be worn throughout all flights</p> <p>Government guidance for travelling overseas will be followed and the specific requirements of each individual country will be considered.</p> <p>Arrangements in place at hotels and sites visited will be checked prior to travelling to ensure that sufficient precautions are in place to protect staff.</p>	2	3	6	Yes	None
Home Workers	Use of display screen equipment (DSE) Lone working Stress and mental health	3	3	9	<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</p>	1	2	2	Yes	None

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					screens, keyboards etc.) to improve their workstation set up Staff instructed to highlight to their manager if they have any issues. LONE WORKING & STRESS AND MENTAL HEALTH Managers keep in regular contact with their staff to ensure they are safe, well and they have no issues with workloads. Support is also available via occupational health if required					
Other activities	Close and prolonged contact with others working in or entering the area Contact with contaminated surfaces	3	3	9	Emergency evacuation of site – Social distancing should be adhered to where safe to do so First Aid – First aiders may be required to administer treatment that would involve being within 2 metres of a person – guidance issued, and masks supplied	1	3	3	Yes	None




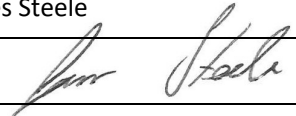

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Section 4: Further Action Plan

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:	Jo Holding
Signature:	
Date:	24 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:	Jo Holding
Signature:	
Date:	24 Jul 2020