

Completed By	E. Kavanagh/D. Gough	CORONAVIRUS ESSENTIAL BUSINESS RISK ASSESSMENT				
Date	30/03/2020	*this is a live document and subject to daily changes				
Last Updated	23/07/2020	Who might be harmed	Risk (pre controls)	Controls Implemented	Risk (post controls)	Links to related files
Infection Prevention						
Direct threat to staff health and wellbeing from transmission of the coronavirus while at work	Office staff	High	<ol style="list-style-type: none"> 1. Remote working for all staff able to work from home. 2. Lap tops issued and soft phones set up to divert direct lines to mobiles 3. Staff moved around offices to ensure 2 metre plus distance between staff. 4. Only essential meetings to take place and 2 metre rule in place. Video conferencing to be used where possible. 5. Senior Management daily meeting in line with the above 6. Cliq (communication) app added to all company mobile phones – senior Management group set up 7. Handwashing facilities with Hibiscrub anti-bacterial wash and paper towels / hand dryers available in all toilets. 8. Handwashing guidelines emailed to all staff. Visual posters put up around offices and in toilets. 9. Gel sanitisers made available around offices and corridors. 10. Periodic communication from MD to all staff 11. Vulnerable staff not in work, either furloughed or working from home 12. Remote working checklist completed by home workers. 13. Doors propped open to reduce contact with door handles. 14. Increased office cleaning with anti-bacterial products. 	Low	Working at home checklist.docx	

			<ul style="list-style-type: none"> 15. Canteen and kitchen facilities closed from staff use. Staff required to bring in food, drinks, cups plates and cutlery from home. 16. 5 fixed wall hand sanitisers paced across the site 17. Additional 50ml anti bac issued to all staff whom are still working 18. Staff able to take temperatures with non-contact thermometers at arrival if the employee's temperature is or higher than 37.8°, they will be sent home to self-isolate for 7 days. Two test stations placed at reception and the transport office 19. Protective screen at goods in implemented 7th April 20. Social distancing signage in place throughout facility 		
	Visitors	High	<ul style="list-style-type: none"> 21. No visitors to come on site unless essential (to be approved by a senior manager). Emergency only. 22. All site visits must be pre-booked to ensure the numbers of staff and contractors on site are controlled to support our social distancing measures. 23. Electronic sign in equipment turned off and returned to old signing in book which will be completed by the receptionist. 24. Anti-bacterial wipes made available on reception desk. 25. Visitors required to read Visitor guideline document on arrival detailing onsite measures in place. 26. Visitors to take their temperature using digital Forehead Thermometer (non-contact) situated in reception. 27. 2 metre social distancing to be followed at all times and no hand shaking. 28. Visitor contact tracing register in place to collect contact details of all visitors (shredded after 21 days). 	Low	<p>X:\Quality & Operations\Private\Emma\Coronavirus\Visitor information.pdf</p> <p>X:\Quality & Operations\Private\Emma\Coronavirus\Visitor contract tracing notice.pptx</p> <p>X:\Quality & Operations\Private\Emma\Coronavirus\QA 81 Visitor and contractor Contact Tracing form.docx</p>

	Contractors	High	<p>29. No visitors to come on site unless essential (to be approved by a senior manager).</p> <p>30. All site inspections suspended for 90 days – in line with Insurance protocol and guidance received</p> <p>31. Electronic sign in equipment turned off and returned to old signing in book. Visitors asked to use their own pens. Instarmac pens wipe with antibacterial wipes between uses.</p> <p>32. Anti-bacterial wipes made available on reception desk.</p> <p>33. External cleaners hours starting 1 hour later to avoid contact with staff.</p> <p>34. All site visits must be pre-booked to ensure the numbers of staff and contractors on site are controlled to support our social distancing measures.</p> <p>35. Visitors required to read Visitor guideline document on arrival detailing onsite measures in place.</p> <p>36. Visitor to take their temperature using digital Forehead Thermometer (non-contact) situated in reception.</p> <p>37. 2 metre social distancing to be followed at all times and no hand shaking.</p> <p>38. Visitor contact tracing register in place to collect contact details of all visitors (shredded after 21 days).</p> <p>39. All visiting contractors must wear a face masks/protection and gloves whilst on site (please ensure that you come with your own). It is protocol for all visitors to wear these items along with their own PPE if visiting the production, warehouse or transport areas.</p>	Low	<p>X:\Quality & Operations\Private\Emma\Coronavirus\Visitor information.pdf</p>
	Deliveries (External suppliers)	High	<p>40. Delivery Driver Procedure issued to suppliers and displayed in the Goods in office.</p> <p>41. 2-metre rule posters displayed.</p> <p>42. Only one driver to book in, in the office at any one time.</p>	Medium	<p>Delivery driver procedure.docx</p> <p>X:\Quality & Operations\Private\Emma\Coronavirus\Visitor face coverings.pdf</p>

			<ul style="list-style-type: none"> 43. Observations taking place to ensure that delivery drivers are working to 2 metre rule 44. Clipboards, silo keys, and pens wiped with anti-bacterial wipes between uses. 45. Drivers requested to use own mobiles and pens where available. 46. Daily check in with key suppliers to maintain supply and keep the business producing 47. Key worker letters issued – identifying Instarmac are required as key workers for the supply of goods as identified by the secretary of state 48. All visiting delivery driver must wear a face masks/protection whilst in the Transport / Goods In office from Friday 24th July. 		
	Works and Warehouse operatives	Medium	<ul style="list-style-type: none"> 49. 2 metre rule posters displayed 50. Adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work. 51. Social distance audits being carried out to ensure compliance. 52. Hand cleaning resources are provided; all staff toilets supplied with adequate supplies of hot water, liquid soap and paper towels. 53. Handwashing instructions/posters and displayed throughout workplace, especially in toilets. 54. Limit numbers of staff who can use toilets at any one time to ensure social distancing. 55. Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc. 56. Key worker letters issued – identifying Instarmac are required as key workers for the supply of goods as identified by the secretary of state 57. Canteen and kitchen facilities closed from staff use. Staff required to bring in food, drinks, cups plates and cutlery from home 	Low	

	Transport Office	High	<p>58. Limited numbers of customers allowed access to Transport Office to ensure that customers can distance themselves and comply with social distancing requirements.</p> <p>59. Signs widely displayed asking customers to comply with social distancing advice</p> <p>60. Drivers are requested come into the office one at a time.</p> <p>61. Hand dispenser of anti-bacterial, wipes and Hibiscrub made available to ensure hands and office equipment are cleaned regularly.</p> <p>62. Protective screen at goods in – Perspex ordered due 3rd April</p> <p>63. Remote working for all staff able to work from home.</p>	Medium	
Further considerations					
	100% temp testing on phased return to work		Dates TBD in line with govt advise – phase 2	Completed	
	Splitting of shifts		As above	Completed	
	Continue home working where possible		In place	Completed	
	Screen guards at reception		In place	Completed	
	Detailed site plan and additional barriers and changes to workplace		To be implemented prior to full scale return to work		