

Risk assessment

<p>Spread of COVID-19 Coronavirus</p>	<p>Who</p> <ul style="list-style-type: none"> • Staff • Visitors/Customers • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions <p>Cleaning Frequently cleaning and disinfecting surfaces that are touched regularly, door handles, light switches, machine handles, machine controls, vending machines, using antibacterial cleaning products</p> <p>Social Distancing Reducing the number of persons in any work area where possible, to comply with the 2 meter gap recommended by Public Health England</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Drying of hands with disposable paper towels or hand dryers • Gel hand sanitisers provided throughout the premises <p>Rigorous checks will be carried out by Shift Managers to ensure that the necessary procedures are being followed</p> <p>Employees to be reminded daily the importance of social distancing in the workplace Management checks to ensure this is being adhered to</p> <p>Redesigning processes where possible to ensure social distancing</p> <p>Video conferencing to be used instead of face to face meetings wherever possible</p> <p>Social distancing measures are in place in canteen and smoking area</p> <p>One-way walkways</p> <p>Wearing of gloves Wearing of gloves is recommended on the shop floor, an adequate supply of gloves is provided</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and the importance of drying using hand dryers or disposable paper towels</p> <p>Employees reminded to catch coughs and sneezes in tissues – Catch it, Bin it, Kill it Avoid touching face, eyes, nose, and mouth with unclean hands Tissues will be made available throughout the workplace Encourage employees to report any problems</p> <p>Employees to be reminded that wearing of gloves is not a substitute for good hand washing or sanitizing</p>	<p>Shift Manager</p>	<p>20/04/20</p>	<p>20/04/20</p>
---------------------------------------	---	--	--	----------------------	-----------------	-----------------

Risk assessment

		<p><u>Wearing of face covering</u> The wearing of face coverings is compulsory whilst inside any areas of the factory</p> <p><u>External Drivers</u> Drivers are encouraged to stay in their cab wherever possible</p> <p><u>Symptoms of COVID-19</u> If anyone becomes unwell with a new continuous cough or high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Senior Management will maintain regular contact with staff members during this time</p> <p><u>Confirmed case of COVID-19</u> If advised that a member of staff or visitor has developed COVID-19 and were recently on our premises, the senior management team will contact Public Health England to discuss the case, identify people who have been in contact with them and take advice on any actions or precautions that should be taken</p>	<p>Signage available to inform drivers of social distancing measures</p> <p>Senior Management will communicate regularly to reassure and support employees on this fast-changing situation</p> <p>Employees will be informed of the situation and the factory will be closed for deep cleaning</p>	<p>Operations Director</p> <p>Operations Director</p>	<p>20/04/20</p> <p>20/04/20</p>	<p>20/04/20</p> <p>20/04/20</p>
--	--	---	--	---	---------------------------------	---------------------------------