

Farplants Sales Ltd - Finishing Centre Risk Assessment Form

Assessment No. RA52 v2	Location/Dept. Finishing Centre
Assessment Date 12/10/2020	Assessors Name S. Woods
Activity Working safely during COVID-19	

Further Assessments required	Yes	No
Fire		
COSHH		
Manual Handling		
Display Screen Equipment		
Young Persons		
Expectant Mothers		

Risk Estimator Table

The risk assessment will categorise risk in to low, moderate, high and very high/unacceptable using the following table. Those hazards identified as High should attempt to be tackled first. Ideally, the risk would be either be eliminated altogether where practicably reasonable to or the risk reduced to a level which is acceptable to the business.

		Consequence of the potential injury/damage				
		Insignificant (no injury, or damage) = 1	Minor (Minor injury or damage) = 2	Moderate (Moderate injury or damage – requiring up to 3 days absence) = 3	Major (major injury – up to 7 days absence) = 4	Catastrophic (Death/loss of business) = 5
Likelihood of the hazard happening	Very likely = 5	5	10	15	20	25
	Likely = 4	4	8	12	16	20
	Fairly likely = 3	3	6	9	12	15
	Unlikely = 2	2	4	6	8	10
	Very unlikely = 1	1	2	3	4	5

What are the hazards?	Who might be harmed	What current control measures are in place to control the risks?	Risk Rating (Likelihood x Consequences = Total Rating)			What further action is necessary to control the risks or reduce the risks to acceptable/manageable levels?	Action by who?	Action by when ?	Date done
Protecting Staff who are at a higher risk or Vulnerable of COVID -19	Vulnerable Staff	<ul style="list-style-type: none"> Individuals considered to be at a higher risk to work from home where practicable. Where working from home is not viable, an assessment will be carried out with the individual and extra measures will be taken to safeguard their health such as working separately in office, work alone as far as practicable or maintaining 2m social distancing and using appropriate PPE, handwashing frequently, staggered shift patterns, staggered break times, gloves to be worn at all times when working, communal facilities such as fridge, tables to be sanitised before and after use 	2	2	4 Low Risk	None			
Close proximity of staff in working areas/ insufficient Social distancing in working areas	All staff, contractors, visitors	<ul style="list-style-type: none"> All staff & visitors to maintain social distancing of 2 metres as far as it is practicable, when this is not practicable - staff to wear face mask/shield 2m floor markings to remind staff of spacing & social distancing signs displayed at all key locations Staff Briefings on social distancing at work Regular ongoing audits and challenging teams to follow hygiene practices. 	2	4	8 (Moderate Risk)	Ongoing auditing and challenging team to follow hygiene practices and social distancing measures	Management Team	Ongoing	
COVID-19 entering the Facility due to a person being infected or showing symptoms	All staff, contractors, visitors	<ul style="list-style-type: none"> All persons entering the building must sanitise their hands using the Hand Sanitiser provided at the entrances to the building. All persons entering the facility are to have their temperature checked using temperature scanner or manual checks. All staff must complete a Daily Health Questionnaire upon arrival All visitors and contractors visiting the site must report to Reception and complete a Visitor/Contractor Health Questionnaire Signage displayed at building entry points advising all persons of the requirement to sanitise their hands before entry and regarding temperature checks Procedure is in place to deal with staff/visitors/contractors if in case they shows symptoms of covid-19 and the members will be instructed to self-isolate accordingly as per government guidelines. Site has COVID-19 outbreak policy plan to manage in case of any suspected outbreaks or outbreak of COVID-19. 	1	5	5 Low Risk				
Cross contamination from shared equipment	All staff	<ul style="list-style-type: none"> Staff working on the factory floor must use gloves while using shared tools like Secateurs, Tie Guns, Brooms etc. (apart from labeller) Workstations - the use of shared workstations should be minimised to as few persons as possible, and the where practical they should be cleaned after use by each individual. Where practical gloves should be worn when using the following Workstations - Goods In Desk/Production Supervisors Desk/Despatch Supervisors Desk. Handheld Scanners - Use of Handheld PDA's/Scanners should be restricted to an individual person on a daily basis. All Handheld Scanners are to be cleaned with a cleansing wipe before and after use by each person. Regular ongoing audits and challenging team to follow hygiene practices. All staff have been briefed accordingly 	2	5	10 Moderate Risk	Ongoing auditing and challenging team to follow hygiene practices	Management Team	Ongoing	
Meetings	All staff, contractors, visitors	<ul style="list-style-type: none"> Where possible meetings to be held using remote working tools i.e. Zoom. When remote working tools are not sufficient, only absolutely necessary attendees should attend. The meeting must be held in a space that is adequate to provide social distancing of at least 2m, if 2m is not viable attendees should wear a Face Mask/Face Shield. To avoid cross-contamination no meeting materials should be shared i.e. pens, documents etc. Hand Sanitiser to be made available in meeting rooms. Open windows in the meeting room to provide ventilation. 	1	4	4 Low Risk				

Welfare Facilities & offices	All staff, contractors, visitors	<ul style="list-style-type: none"> Contract Cleaners carry out daily cleaning of Welfare Facilities prior to the working day commencing. All door handles, stairs rails etc. are sanitised prior to the working day commencing by Contract Cleaners. All canteen/rest areas have been modified to ensure that social distancing is maintained. Floor markings designate positioning of table, chairs. Signage displayed on entry to each canteen area stating the maximum number of persons permissible at any one time. Signage located on entry to all toilets advising that only 1 person is to use each facility at any one time. Signage displayed in all toilets advising good hygiene practices, handwashing techniques and the need to wash and sanitise hands Toilets seats to be cleaned with sanitiser wipes after every use Staggered breaks and cleaning shared tables with sanitiser wipes after every use. Limited number of people in canteen. Extra overflow canteen is in use to support social distancing measures. Spaced out sitting area, so people do not sit opposite and next to each other Additional sanitising stations in main office, canteens, and toilets. Office desks are spaced 2m apart and separate offices wherever applicable. Staff briefings Regular ongoing audits and challenging team to follow hygiene practices. 	2	4	8 Moderate Risk	Ongoing auditing and challenging team to follow hygiene practices	Management Team	Ongoing	
Communal contamination - hygiene, handwashing & hand sanitising	All staff, contractors, visitors	<ul style="list-style-type: none"> Signage displayed at various locations around the site advising all persons to regularly wash & sanitise their hands, including good techniques to follow when washing and sanitising their hands. Hand Sanitiser Salocide Anti-microbial Hand Sanitiser is supplied for use in the dispensers located around the site. This solution has been tested to the following EN test standards - - EN1650 against Aspergillus Niger - EN14476 against viruses EN13727:2012+ A1 2013 for Bactericidal Activity of Hygienic Hand rubs in a Medical Environment. (one of two tests recommended by the European Chemicals Agency). The active ingredients have been independently tested to be effective against all enveloped viruses, of which Coronavirus is one, on an associated product which differs only in so far as it includes a surfactant for cleaning surfaces, which is not present in the hand sanitiser. Regular ongoing audits and challenging team to follow hygiene practices. 	2	4	8 Moderate Risk	Ongoing auditing and challenging team to follow hygiene practices	Management Team	Ongoing	
Managing Visitors and visits to other sites	Visitors and Staff	<ul style="list-style-type: none"> The number of visitors to the Facility is to be kept to a minimum. Meetings are to be carried out using remote working tools (i.e. Zoom) where possible. Contractors/servicing visits to be planned to ensure that interaction is kept to a minimum, and that the work areas can maintain sufficient social distancing for all persons. Contractors, visitors are only to enter the building via the Staff Entrance, where they are to sanitise their hands and have their temperature checked using the Temperature Scanner Contractors, visitors are to report to Reception where they are to complete a Health Questionnaire and "sign in" in the Visitors Book and prior to leaving the site they are to report to Reception to "sign out". Clear signage is displayed on the Entrance Door advising all persons of the need to sanitise hands, temperature checks. Where possible, visits to other sites should be deterred. If a visit to another location is unavoidable - Walk or cycle where possible. If not possible use drive and wear face coverings and follow hygiene rules and social distancing rules 	1	5	5 Low Risk				
Person already on site displaying symptoms of COVID-19	All staff, visitors and contractors	<ul style="list-style-type: none"> All staff briefed to report any symptoms of infection to their line manager or member of the Management team immediately. The person will be instructed to leave the site and go home to self-isolate following the current government advice, and the instructions of 111.Go online and respond to the questions at https://111.nhs.uk/covid-19/ Members of staff who have been working with the individual will be instructed to remain vigilant and report at the first instance of showing any symptoms. Site will follow the full cleaning regime as per site COVID outbreak policy The businesses nominated single point of contact (SPOC) is Simon Woods (07979 525532). If Simon Woods is unavailable the contact is Terry Hill (07780 688977). If there is more than one case of COVID-19 within the business the local PHE health protection team will be contacted to report a suspected outbreak on 0344 225 3861 	2	5	10 Moderate Risk	Emergency cleaning kits to be made available for managing of any suspected outbreak on site.	Simon Woods	24/10/2020	
Persons travelling to and from affected areas who may spread disease	All staff, visitors and contractors	<ul style="list-style-type: none"> All staff must complete a Daily Health Questionnaire upon arrival All visitors and contractors visiting the site must report to Reception and complete a Visitor/Contractor Health Questionnaire Temperature checks taken before entering into the factory facility 	1	5	5 Low Risk	None			
Not ventilating spaces which may increase the risk of spreading the virus.	All staff, visitors and contractors	<ul style="list-style-type: none"> Offices across the site with minimal staff working in each space. Finishing centre is one big construction with enough space and opening windows and doors to increase the airflow 	1	5	5 Low Risk	None			
People returning back to work after sickness	All staff, visitors and contractors	<ul style="list-style-type: none"> Before returning to work, individuals must follow the advice of 111 or any other medically qualified practitioner. This advice must be shared and discussed with a senior manager of the business to determine when it is safe for the individual to return. Any returnee who has had a test or been diagnosed as having COVID-19 must contact a senior manager by telephone to go through a "Staff return to work questionnaire and a COVID-19 Health questionnaire as to their current health status and whether they are still showing a temperature or any other symptoms, and to assess the appropriateness of their return to work. 	1	5	5 Low Risk	None			
Sharing Transportation (Vehicle share to work)	All staff	<ul style="list-style-type: none"> Sharing of vehicle should be avoided, but if workers must share vehicles, they should keep the window open for ventilation and wear a mask, which will reduce the risk, and be careful to avoid touching their face at all times. On leaving the vehicle, they should wash their hands with soap and water for 20 seconds or more or use hand sanitiser On site operational vehicles (forklifts) must be cleaned at the beginning of the day prior to use For Work force agency using the shared transportation, further enhanced cleaning schedules, ensuring ventilation well when in use, travelling in bubbles groups (where applicable), sanitisers, tissues and bins in place in vehicles, daily "self-report of health" is in place between passengers and drivers, hygiene signs displayed on the vehicle, wearing face mask. 	1	5	5 Low Risk	None			