

COVID-19 RISK ASSESSMENT FORM

Covid-19 Risk Assessment

Company name: Plumbs Dairy Limited

Employee doing assessment: Justin Plumb

Date: 27th September 2020

Description of business and workplace

Warehouse with ground floor cold store and product storage, first floor mezzanine offices. Portcabin with toilets and kitchen. Yard for vehicle parking

Methodology

Description of how risk assessment completed:

- Visited premises
- Discussion with workers (and health and safety employee representatives, if applicable)
- Considered risk to clinically vulnerable employees, e.g. pregnant employees or employees with health conditions
- Followed Government guidance on working safely during the coronavirus pandemic and followed industry guidance (if applicable)

Hazards	People at risk	Action: control to reduce risk to appropriate level	Risk after action taken: Low, Medium or High
Transmission of Covid-19 Coronavirus in the workplace	<ul style="list-style-type: none"> • Employees • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable workers – i.e. those over 70 years old, Pregnant workers, those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Employees reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” public health guidance and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Gel sanitisers in any area where washing facilities not readily available, particularly at entry and exit points to premises <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>Posters, leaflets and other materials are available for display: https://coronavirusresources.phe.gov.uk/</p> <p>Other Measures</p> <p>Alternatives to touch-based security devices such as keypads will be used where reasonably practicable: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Cleaning</p>	<p>Low</p> <p>Low</p>

		<p>Frequently cleaning and disinfecting objects and surfaces during the day and at the end of the day that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using standard cleaning products and methods.</p> <p>Regular checks will be carried out by line managers to ensure that the necessary cleaning procedures are being followed.</p> <p>Social Distancing</p> <p>Social Distancing –Means reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap in accordance with Public Health advice:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>High traffic areas will be regulated including corridors, lifts, turnstiles and walkways to maintain social distancing. Staff should use stairs instead of lifts where possible.</p> <p>Reviewing work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site and entering or leaving the work premises or site at any one time. Also relocating workers to other tasks to ensure social distancing.</p> <p>Redesigning processes to ensure social distancing in place. This includes the use of 2m markings and a one-way flow at entry and exit points.</p> <p>Workstations should be assigned to an individual as much as possible. If they need to be shared, they may only be shared by the fewest possible number of people.</p>	<p>Low</p>
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		<p>In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Wearing of Gloves</p> <p>Where the Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Face Coverings</p> <p>Employees are not required to wear face coverings in the workplace as using a face covering as a method of protecting others from transmission of COVID 19 is weak and the effect is likely to be small. However, we will support workers in using face coverings safely if they choose to wear one in the workplace. In those circumstances employees will be reminded to:</p> <p>Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching their face or face covering and practise social distancing wherever possible.</p> <p>Symptoms of Covid-19</p>	<p>Low</p> <p>Low</p> <p>Med</p>
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		<p>found. We will also consider any appropriate measures for employees who live with clinically extremely vulnerable individuals.</p> <p>We will in place reasonable adjustments to avoid disabled workers being put at a disadvantage in the workplace, or where they are working from home.</p> <p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/Regular communication of mental health information and line manager support for those who need additional support. [If applicable] [Staff has access to mental health first aiders in the workplace and has been given appropriate information on this.]</p>	<p>Med</p>
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General action taken

- The manager who conducted the risk assessment communicated it to staff by; put it on the notice board and published it on the company website (n.b. the government expects that employers with at least 50 employees will publish the main finding of their Covid-19 risk assessment on their website)]
- Manager discussed it with staff, in particular with those identified as at risk.
- Manager made decision not to review assessment if no significant change in the level of risk in the workplace due to Covid-19, and in any event diarised to review it in a year.