

Coronavirus Risk Assessment

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Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Risk Assessment for dealing with the current Covid-19 situation at Non-Standard Socket Screw – Birmingham.

Assessment Team: M White / M Wolsey / R Codling / S Johnson / M Eccleston

Last Updated: 19/05/20

Hazard	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 virus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups; Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the business.	Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. Provide hand washing guidance. Drying of hands with disposable paper towels at each sink location. Gel sanitisers in any area where washing facilities not readily available. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it. Posters placed around the site. Staff encouraged to protect the skin by applying moisturising cream regularly	Employees to be 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. Poster at each wash station.	MWol	10/03/20	Yes
				ME	27/03/20	Yes

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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Cleaning schedule: Cleaners 6am -8am all office areas, canteen, reception & toilets.</p> <p>Mark W – AM / Sonia – PM first floor Stair rails, door handles, switches, toilet.</p> <p>Ann AM – Reception, sales office, Kitchen equipment, door handles, switches, toilet / canteen & vending machines.</p> <p>Steve PM - Reception, sales office & kitchen, door handles and switches.</p> <p>Rob – Production area twice per day inc door handles, clocking machine & canteen shared equipment.</p> <p>Pete – Warehouse area, handles / switches and shared equipment inc PCs, phones, trolleys and forklift twice per day.</p> <p>Ben QC – wiping down shared equipment, Keyence, shadowgraph & microscope twice daily.</p> <p>Antibacterial wipes available in all areas for individuals to use.</p>	<p>Cleaning is being monitored and, in some cases, performed by local managers to ensure that the necessary procedures are being followed.</p>	<p>MWol</p> <p>MWol</p> <p>SJ</p> <p>ME</p> <p>MWol</p> <p>RC</p> <p>MWol</p>	<p>10/03/20</p> <p>10/03/20</p> <p>10/03/20</p> <p>10/03/20</p> <p>11/03/20</p> <p>13/05/20</p> <p>20/04/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>Canteen capacity at acceptable level. Review as more people return to work. May need to stagger break times.</p> <p>Calls to be used instead of face to face meetings where possible.</p> <p>Additional packaging area created in warehouse in preparation for when more staff return to work.</p> <p>Floor marking in production office to prevent overcrowding and ensure distance is maintained.</p> <p>Desks moved in accounts to allow for 2m working distance</p> <p>Start / finish time Staff arrive at various times which does not increase risk.</p> <p>Production to change workwear and leave site without congregating at the clocking machine. Leave once ready. As more employees return to work the production finish time will reviewed and if necessary staggered to minimise numbers in the changing room.</p> <p>Sales staff to enter & exit via main reception door to reduce traffic via warehouse.</p> <p>Further assessment and guidance for persons clinically vulnerable workers who cannot work from home.</p>	<p>Monitor.</p> <p>To be monitored.</p>	<p>ME</p> <p>All Mgrs</p> <p>SJ</p> <p>ME</p> <p>Mwol</p> <p>ME</p> <p>ME</p> <p>SJ</p> <p>MW</p>	<p>13/05/20</p> <p>13/03/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>13/05/20</p> <p>15/5/20</p>	<p></p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p><u>Wearing of Gloves - PPE</u> Where wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough / high temperature / loss of, or change in your normal sense of smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p><u>Drivers</u> Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. Drivers to be provided access to welfare facilities but reminded to sanitise before entering premises. Drivers are no longer required to ask customer to sign paperwork when delivering.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Liaise with driver to ensure access is being provided. Where appropriate communicate with companies we deliver to / from to ensure welfare facilities will be available to our drivers.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>ME MWol</p> <p>All Mgrs</p> <p>Mwol/SJ</p> <p>SJ</p> <p>Mwol</p>	<p>13/03/20</p> <p>6/3/20</p> <p>14/05/20</p> <p>13/05/20</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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