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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	<ul> <li>Hand Washing</li> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>Provide hand washing guidance.</li> <li>Drying of hands with disposable paper towels at each sink location.</li> <li>Gel sanitisers in any area where washing facilities not readily available.</li> <li>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it.</li> </ul>	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
	health conditions Anyone else who physically comes in contact with the business.	Posters placed around the site. Staff encouraged to protect the skin by applying moisturising cream regularly		ME	27/03/20	Yes

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<b><u>Cleaning</u></b> 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.	Cleaning is being monitored and, in some cases, performed by local managers to ensure that the necessary procedures are being followed.	MWol	10/03/20	Yes
Cleaning schedule: Cleaners 6am -8am all office areas, canteen, reception & toilets. Mark W – AM / Sonia – PM first floor Stair rails door handles switches toilet		MWol	10/03/20	Yes
Ann AM – Reception, sales office, Kitchen equipment, door handles, switches, toilet / canteen & vending machines. Steve PM - Reception, sales office & kitchen, door handles and switches.		SJ	10/03/20	Yes
Rob – Production area twice per day inc door handles, clocking machine & canteen shared equipment.		ME	10/03/20	Yes
Pete – Warehouse area, handles / switches and shared equipment inc PCs, phones, trolleys and forklift twice per day.		MWol	11/03/20	Yes
Ben QC – wiping down shared equipment, Keyence, shadowgraph & microscope twice daily. Antibacterial wipes available in all areas for individuals to use.		RC MWol	13/05/20 20/04/20	Yes Yes
	Frequentlycleaninganddisinfectingobjectsandsurfacesthataretouchedregularlyparticularlyinareasofhighusesuchasdoorhandles,lightswitches,receptionareausingappropriatecleaningproductsproductsandmethods.Cleaningschedule:Cleaners6am-8amallofficeareas,canteen,reception& toilets.MarkW – AM / Sonia – PM first floorStairrails,doorhandles,switches,toilet.AnnAM – Reception,salesoffice,Kitchenequipment,Kitchenequipment,doorhandles,switches,switches,switches,toilet / canteen & vendingmachines.Steve PM - Reception,salesoffice &Steve PM - Reception,salesoffice &kitchen,doorhandles and switches.Rob – Productionareatwiceper day incdoorhandles,clockingmachine &canteensharedequipment.Pete – Warehousearea,handles /switchesandswitchesandswitchesandandandareasBen QC – wipingdownsharedequipment,Keyence,shadowgraph &microscopetwiceareasareasandareasBen QC – wipingdownsharedequipmen	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.Cleaning schedule: necessary procedures are being followed.Cleaning schedule: Cleaners 6am -8am all office areas, canteen, reception & toilets.Cleaning schedule: necessary procedures are being followed.Mark W – AM / Sonia – PM first floor Stair rails, door handles, switches, toilet.Ann AM – Reception, sales office, Kitchen equipment, door handles, switches, toilet / canteen & vending machines.Rob – Production area twice per day inc door handles, clocking machine & canteen shared equipment.Rob – Production area twice per day inc door handles, clocking machine & canteen shared equipment inc PCs, phones, trolleys and forklift twice per day.Ben QC – wiping down shared equipment, Keyence, shadowgraph & microscope twice daily.Mark Ben QC – wiping down shared equipment, keyence, shadowgraph & microscope twice daily.	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.       Cleaning is being monitored and, in some cases, performed by local managers to ensure that the necessary procedures are being followed.       MWol         Cleaning schedule:       Cleaning schedule:       MWol         Cleaning schedule:       Cleaning schedule:       MWol         Cleaning schedule:       MWol       MWol         Si surfaces, toilet / canteen & wending machines.       MWol       MWol         Steve PM - Reception, sales office & kitchen, door handles, docking machine & canteen shared equipment.       MWol       MWol         Pete - Warehouse area, handles / switches and shared equipment inc PCs, phones, trolleys and forklift twice per day.       MWol       RC         Ben QC - wiping down sh	FrequentlyCleaning 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.Cleaning is being monitored and, in some cases, performed by local managers to ensure that the necessary procedures are being followed.MWol10/03/20Cleaning schedule: Cleaners 6am -8am all office areas, canteen, reception & toilets.MWol10/03/2010/03/20Mark W - AM / Sonia - PM first floor Stair rails, door handles, switches, toilet.MWol10/03/2010/03/20Ann AM - Reception, sales office, Kitchen equipment, door handles, switches, toilet / canteen & vending machines.MWol10/03/2010/03/20Steve PM - Reception, sales office & kitchen, door handles, clocking machine & canteen shared equipment.ME10/03/2010/03/20Pete - Warehouse area, handles / switches and shared equipment in CPCs, phones, trolleys and forklift twice per day.MWol11/03/20MWol11/03/20Ben QC - wiping down shared 

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	Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency	Staff are being reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	All Mgrs	20/03/20	Yes
	Sales office layout changed to support social distancing; meeting area converted into office space.		SJ	20/03/20	Yes
	Minimum number of staff onsite to meet current business needs. Staff working from home where appropriate.		MW	27/3/20	Yes
	Modification Section – Using machinery which is not directly next to each other where possible to provide social distancing.		ME	20/03/20	Yes
	Sales staff encouraged to eat lunch at their desk.		SJ	30/03/20	Yes
	Employees encouraged to stay onsite during lunch breaks.		All Mgrs	30/03/20	Yes
	Access to QC inspection office restricted. Key equipment spaced out.		RC	13/05/20	Yes
	One-way system for narrow walkways near to grinding section. Arrows to be added.		ME	13/05/20	Yes
	Smoking area – signage to keep distance.		MWol	14/05/20	
	Floor marked in production to prevent queuing by the clocking out machine.		ME	13/05/20	Yes
	Canteen – 1 person per table.		MWol	11/03/20	Yes





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	Canteen capacity at acceptable level. Review as more people return to work. May need to stagger break times.	Monitor.	ME	13/05/20	
	Calls to be used instead of face to face meetings where possible.		All Mgrs	13/03/20	Yes
	Additional packaging area created in warehouse in preparation for when more staff return to work.		SJ	13/05/20	Yes
	Floor marking in production office to prevent overcrowding and ensure distance is maintained.		ME	13/05/20	Yes
	Desks moved in accounts to allow for 2m working distance		Mwol	13/05/20	Yes
	<b>Start / finish time</b> Staff arrive at various times which does not increase risk.	To be monitored.	ME	13/05/20	Yes
	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.		ME	13/05/20	Yes
	Sales staff to enter & exit via main reception door to reduce traffic via warehouse.		SJ	13/05/20	Yes
	Further assessment and guidance for persons clinically vulnerable workers who cannot work from home.		MW	15/5/20	Yes

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	Wearing of Gloves - PPE Where wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	ME MWol	13/03/20	Yes
	Symptoms of Covid-19 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	Internal communication channels and cascading of messages through line managers will be carried to reassure and support employees in a fast-changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member	All Mgrs	6/3/20	Yes
	contact with staff members during this time. <u>Drivers</u> Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	affected. Liaise with driver to ensure access is being s, provided.	Mwol/SJ	14/05/20	Yes
	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.	welfare facilities will be available to our drivers.	SJ	13/05/20	Yes
	Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	Regular communication of mental health information and open-door policy for those who need additional support.	Mwol	Ongoing	Yes