



Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus that can affect your lungs and airways. Symptoms can be mild, moderate, severe, or fatal.

This risk assessment has been put into place to identify potential hazards within the workplace with regards to the potential spread of coronavirus, to identify controls required to mitigate risk to staff currently on site, and the controls required to ensure staff returning to site after lockdown are protected from the risk of coronavirus infection.

Business hazards associated with the coronavirus pandemic	Potential risks to Staff / Visitors/ Contractors / Drivers / Vulnerable Groups caused by hazards	Control Measures	Further actions required	Person Responsible	Action by when?	Completed
<b>Infection Prevention, Cleaning &amp; Staff Safety</b>						
<p>Contraction of COVID-19 within the workplace.</p> <p>R&amp;G must ensure our premises is COVID secure both for those on site daily, and for those who will be returning to work after lockdown.</p>	<p>Direct threat to staff health and wellbeing from transmission of COVID-19 coronavirus while at work.</p> <p>The virus can be spread in the following ways:</p> <ul style="list-style-type: none"> <li>• Transmission from person-to-person in droplets from nose or mouth spread when a person with the virus coughs or exhales.</li> <li>• Transmission from surfaces</li> </ul>	<p><b>Minimize the amount of people coming to site.</b></p> <ul style="list-style-type: none"> <li>• All those staff who can effectively work from home are to do so until further notice when the business will carefully plan a phased return to work if deemed safe to do so.</li> <li>• Further full lockdown 8<sup>th</sup> Jan &amp; new variant identified, all staff who can work from home must continue to do so.</li> <li>• All non-essential visits to and from site have been put on hold.</li> <li>• Teams have been split where possible to mitigate risk of transmission within and between teams.</li> <li>• Portable toilet facilities put in place at rear of the building for external drivers use, to mitigate the need to come onto site.</li> <li>• Meetings are to be held virtually via Teams where possible, any onsite meetings are to be kept to a minimum</li> </ul>	<p>Continue to monitor all measures and gov.uk communications.</p> <p>Review of visits depending on risk. Only business critical visits authorized.</p>	<p>Senior Management Team, H&amp;S Rep. &amp; HR.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>March 2020</p> <p>March 2020</p> <p>March 2020</p>

	<p>contaminated by the virus (virus can survive for 72 hours on surfaces)</p> <ul style="list-style-type: none"> <li>• People can pick up the virus by breathing in the droplets or by touching contaminated surfaces then touching their eyes or mouth.</li> </ul>	<p>and held in open offices where it is possible to maintain 2m distance with all windows open for ventilation.</p> <ul style="list-style-type: none"> <li>• Perspex screens put in place between face-to-face workstations maintaining 2m space.</li> <li>• Reduced numbers of staff on site, however the site remains opened and operating normally.</li> </ul> <p><b>Monitoring and Reporting of Covid type symptoms</b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with any Covid symptom (as defined by the NHS) 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. (Thermometer on site)</li> <li>• If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the H&amp;S Representative of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. (as advised by <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a> and by PHE on 19/1/21)</li> <li>• Spreadsheet of staff self-isolating or with positive test result maintained.</li> </ul>			<p>End April 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Oct 20</p> <p>26 Oct 20</p>
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		<ul style="list-style-type: none"> <li>• Temperature monitoring stations put in place at both entrances.</li> <li>• Workstation use record maintained for trace purposes.</li> <li>• Daily/weekly/monthly routine cleans in place for all production and domestic areas.</li> </ul> <p><b>Return to work After positive Covid-19 case.</b></p> <ul style="list-style-type: none"> <li>• Spreadsheet of staff self-isolating or with positive test result maintained.</li> <li>• Return to work assessment carried out before return on site, as with any sickness.</li> </ul> <p><i>As of March 2021</i></p> <ul style="list-style-type: none"> <li>• Self-isolation can end when a person does not pose a risk of infecting others. Therefore, an employee with suspected or confirmed COVID-19 can return to work 10 full days after the date their symptoms started if they feel well enough and provided, they have not had a high temperature for at least 48 hours (without taking medicines to treat a high temperature); and even if they still have a cough or loss of sense of smell/taste, as these symptoms can last for several weeks after the infection has gone. If they still have a high temperature, they should continue to stay at home and seek medical advice.</li> </ul> <p><b>Increase Awareness of COVID-19 – reminding everyone of public health advice</b>  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>	<p>Continue to monitor gov.uk advice.</p>		<p>End Oct 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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<b>Workplace Social Distancing</b>						
Effective social distancing is a key element in reducing the transmission of COVID-19	Social distancing rules require the maintenance of at least 2metres between 2 people wherever possible. This will effectively ensure that COVID-19	<p><b>All staff &amp; visitors are required to practice social distancing in and around site and wherever possible when travelling to and from site.</b></p> <ul style="list-style-type: none"> <li>Signage put in place to remind all that social distancing is required on site updated for Factory Jan 2021</li> <li>Social distancing markers stuck on floor where staff tend to congregate</li> </ul>		Senior Management Team, H&S Rep. & HR.		<p>March 2020</p> <p>Jan 2021</p>



	<p>cannot be transmitted through droplets exhaled or coughed by an infected person</p>	<p>(washrooms etc.)</p> <ul style="list-style-type: none"> <li>• A number of taps have been sealed to ensure a 2-meter gap is maintained whilst handwashing.</li> <li>• Rules relaxed around eating in cars and a temporary outside seating area put in place to ensure canteen is not overpopulated. (Not available in winter months)</li> <li>• Drivers instructed that they must not share vehicles or cabs where suitable social distancing cannot be achieved unless they are travelling with members of their own household.</li> <li>• In areas of the factory that are difficult to maintain social distance (i.e., PAS or de-bagging on flow-wrapper), staff stand side by side facing forward to reduce risk of transmission. An additional sanitizer has also been put in place on PAS.</li> <li>• Factory staff are managed at the end of shift and leave in small groups to prevent over-crowding in locker rooms and at exits.</li> <li>• Requirement to clock out lifted to ensure staff do not have to congregate near clock machine.</li> <li>• A 'Drop box' has been put into place to ensure external drivers to not have to directly hand their keys to staff.</li> <li>• 'Drop zones' have been put into place to leave daily paperwork, situated away from staff working at desks.</li> <li>• Management &amp; Team Leaders actively monitor and enforce social distancing</li> </ul>			<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>March 2020</p> <p>March 2020</p> <p>March 2020</p> <p>March 2020</p> <p>Jan 2021</p>
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		<p>rules.</p> <ul style="list-style-type: none"> <li>• Training and briefings are either conducted on-line, or with social distancing in place.</li> <li>• Fire safety: fire assembly point located in a gated access car park, in case of a fire alarm and evacuation from the building, social distancing rules are to be maintained.</li> <li>• Smoking area: social distancing posters in place and staff briefed about cigarette sharing.</li> </ul>				
Communication & Wellbeing						
Threat to effective communication throughout the business, and to the mental health and wellbeing of staff	Unfamiliar ways of working and working in the home environment could cause feelings of isolation and a potential breakdown in effective communication between both internal and external parties.	<p><b>Effective communication, Mental Health and awareness has been promoted to all staff throughout the pandemic.</b></p> <ul style="list-style-type: none"> <li>• Posters communicating requirements &amp; methods to keep Covid safe on display around site.</li> <li>• Covid secure in 2020 poster signed by MD &amp; Health &amp; Safety rep displayed on both entrances.</li> <li>• Daily morning conference call for all key staff working from home &amp; in the office to communicate key information /issues to wider team.</li> <li>• Socially distanced staff forum meeting held to give all staff opportunity to communicate any concerns, contribute ideas to help them feel safe, and for management to assure them of steps already taken to keep them safe.</li> <li>• Health work and wellbeing questionnaire</li> </ul>			Ongoing	<p>March 2020</p> <p>June 2020</p> <p>May 2020</p> <p>May 2020</p>



		<p>carried out.</p> <ul style="list-style-type: none"> <li>• Mental health and wellbeing are promoted to staff during Coronavirus outbreak with specialist support offered through BUPA Mental Health. (EAP support scheme)</li> <li>• Mental awareness courses to be introduced for managers and team leaders.</li> <li>• Staff provided with weekly food boxes (fruit &amp; veg, and essential items such as milk, eggs &amp; bread)</li> <li>• All homeworkers provided with any equipment required to ensure they are comfortable and have required technology to perform their role easily and effectively.</li> <li>• All scheduled ongoing weekly / monthly meetings maintained through conference calling and Team’s meetings.</li> <li>• Communications to all staff by MD &amp; Partners to express support and thanks.</li> <li>• Relevant Gov.uk updates forwarded to salaried staff daily or as appropriate / link provided.</li> <li>• Communication webinars with industry bodies (i.e., BHTA), with regards to industry impact of Covid-19</li> </ul>			<p>Ongoing</p> <p>April 21</p> <p>Mar -July 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>March / April Oct /2020</p>
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