

COVID-19 (Production)

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| Assessed by | Danny Morgan |
| Assessment date | 13/05/2020 |
| Created by | Danny Morgan |
| Assigned Reviewer | Danny Morgan |
| Next Review date | 07/09/2020 |

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| Company | KEE Process Ltd |
| Location | Aston Clinton |
| Department | Health and Safety |

Description of work area and/or process activity




Carrying out production related tasks in the factories and laminating areas. Following the Department for Business, Energy and Industrial Strategy (BEIS), Public Health England (PHE) and Health and Safety Executive (HSE) guidelines in relation to carrying out work related tasks during the COVID-19 pandemic.

Persons affected that were identified




Production x 20

Hazard Information




Access / Egress

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| Current Rating  Medium  | Description and/or cause of the hazard identified <p>Access and egress to work areas can cause pinch points when going through doors making it difficult to social distance. Having to touch door furniture. Access and egress to the changing room, toilet, washroom, canteen and locker areas makes it very difficult to be able to keep a social distance.</p> |
| | Measures Currently in place to prevent risk of injury <p>Where possible, weather reliant, all doors that are used for access/egress will be wedged open. This will allow ease of movement through the area and also keep all areas well ventilated. Where and if this does not become possible designated door(s) in each area will be put in use which will be available to fixed teams in that particular area. Antibacterial wipes will be available to `clean down` all door furniture. Increased hand washing and surface cleaning is encouraged to all employees. Antibacterial hand gel is posted around the areas and must be used. All access/egress to the changing etc. area will be staggered and only fixed teams can enter as a team at any one time, with maximum numbers of three persons in these areas.</p> |
| |  No Remedial Actions Entered No Remedial Actions have been added to this hazard. |




Food Hygiene

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| Current Rating  Medium  | Description and/or cause of the hazard identified <p>Taking breaks away from the work area can cause social distancing issues.</p> |
| | Measures Currently in place to prevent risk of injury <p>Staggered breaks will take place where only fixed teams can enter the canteen area at any one time.</p> |
| |  No Remedial Actions Entered No Remedial Actions have been added to this hazard. |




Housekeeping

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| Current Rating  Medium  | Description and/or cause of the hazard identified |
| | <p>Where antibacterial wipes or disposable hand towels are used to `clean down` any surfaces or to dry hands can cause cross contamination to others.</p> |
| | Measures Currently in place to prevent risk of injury |
| | <p>Specified bins with plastic sacks are available to dispose of all wipes and hand towels that should have a cover. These bins are to be emptied on a regular basis ensuring that the sacks are tied before disposal.</p> |
|  No Remedial Actions Entered No Remedial Actions have been added to this hazard. | |




Human Factors

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| Current Rating  Medium  | Description and/or cause of the hazard identified |
| | <p>General protective measures and control details to protect and limit COVID-19/Coronavirus spread. Where control measures have been put in place ensuring they are carried out. Relying on employees to be honest in reporting symptoms of themselves or others they come into contact with.</p> |
| | Measures Currently in place to prevent risk of injury |
| | <p>Information is given to all employees stressing the need for the control measures. Involvement in setting up these control measures has come from employee consultation and representation. An on-line company health assessment is in place which all employees are required to update every three days, this is checked and monitored every day by the H&S Officer. Any person showing symptoms or are in close contact with persons who show symptoms they are required to get themselves tested. They must self-isolate until their test results are received. If a positive result is confirmed by either person they must self isolate in line with Public Health England (PHE) guidelines.No one is allowed to carry out any work activities. Those that need to self-isolate can receive Statutory Sick Pay (SSP) in line with government guidelines, more information can be found at: www.gov.uk/statutory-sick-pay All employees are require to regularly wash their hands with soap and water for at least 20 seconds in line with PHE guidelines. If you are going to cough or sneeze always cover your mouth and nose with a tissue or your sleeve (not your hands), put used tissues in the bin straight away and wash your hands afterwards. DO NOT TOUCH YOUR EYES, NOSE OR MOUTH. CATCH IT, BIN IT, KILL IT.</p> |
|  No Remedial Actions Entered No Remedial Actions have been added to this hazard. | |




Other (See: Hazard Details)

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| Current Rating  Medium  | Description and/or cause of the hazard identified |
| | <p>Requirements for self-isolation. Control details for general action to protect and limit COVID-19/Coronavirus spread.</p> |
| | Measures Currently in place to prevent risk of injury |
| | <p>If persons are showing COVID-19 symptoms they are are required to take a COVID test in line with government and PHE guidance. If someone in their household is showing symptoms of COVID-19, again, they are required to take a COVID test, even if they show NO symptoms. All employees should follow the normal company absence reporting procedure. The company COVID-19 individual assessment (if possible) should still be completed every day. The above advice will be under continuous review through the COVID-19 pandemic in line with government guidelines.</p> |
|  No Remedial Actions Entered No Remedial Actions have been added to this hazard. | |




Other (See: Hazard Details)

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| Current Rating  Medium  | Description and/or cause of the hazard identified |
| | Being able to social distance whilst carrying out work related tasks. |
| | Measures Currently in place to prevent risk of injury |
| | All tasks will be assessed to see whether the task(s) need to be carried out and if social distancing can be maintained. Where social distancing cannot be maintained fixed teams or partnering will be implemented in all aspects of production related tasks. Frequent hand washing (especially when you are away from the work area) and surface cleaning is required by all employees during the working day. |
| |  No Remedial Actions Entered No Remedial Actions have been added to this hazard. |




Stress

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| Current Rating  Medium  | Description and/or cause of the hazard identified |
| | It is recognized that during this testing time persons can become greatly affected by personal and work related issues regarding the COVID-19 pandemic. |
| | Measures Currently in place to prevent risk of injury |
| | Employees are encouraged to speak to their managers who may be able to help or re-assure them. If this is not the case then the government and NHS have guidance and helplines available at: www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines Employees are encouraged to use these means at their disposal |
| |  No Remedial Actions Entered No Remedial Actions have been added to this hazard. |




Other (See: Hazard Details)

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| Current Rating  Medium  | Description and/or cause of the hazard identified |
| | PPE protects users against health and safety risks at work and is shown not to be beneficial for managing the risk against COVID-19. |
| | Measures Currently in place to prevent risk of injury |
| | Workplaces are advised by the government not to encourage the precautionary use of extra PPE to protect against COVID-19. Government advice states; that when wearing a face covering (not a face mask), it maybe beneficial as a precautionary measure but evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. The government and PHE guidance should be followed at all times regarding hygiene and social distancing. If a face covering is worn, users should avoid touching their face. Face coverings should be changed if it becomes damp or if it`s been touched. The face covering should be changed and washed daily in line with manufacturers instructions. If the face covering is not washable it must be disposed of on a daily basis. |
| |  No Remedial Actions Entered No Remedial Actions have been added to this hazard. |

Work Equipment

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| Current Rating  Medium  | Description and/or cause of the hazard identified Cross contamination where employees share tools and equipment. |
| | Measures Currently in place to prevent risk of injury Work tools and certain equipment is issued to fixed teams and must not be shared. Where this is not the case all tools and equipment must be `wiped clean` before and after use using antibacterial wipes. |
|  No Remedial Actions Entered No Remedial Actions have been added to this hazard. | |

Other (See: Hazard Details)

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| Current Rating  Medium  | Description and/or cause of the hazard identified Stores: Due to the set up, area and size of the stores it is very difficult to be able to social distance. |
| | Measures Currently in place to prevent risk of injury No person is allowed to enter the ground level stores area unless they are able to social distance or on the say so of the stores person. Any stock items that are required from the stores at ground level will be picked by the stores person and left in a neutral area for collection in the compound area. |
|  No Remedial Actions Entered No Remedial Actions have been added to this hazard. | |



Overall Current Risk



Photo Gallery

NOTICE
 There are currently no photographs associated with the assessment.

Record Notes / History

-  This assessment is reviewed at least weekly due to things constantly changing with government guidelines. Added by Danny Morgan on 13/05/2020 11:57:44
-  This risk assessment runs in line with all other production task related risk assessments. The tasks being carried out must always be carried out as per assessment with the COVID risks taken on board Added by Danny Morgan on 13/05/2020 11:55:30