

<b>D K HOLDINGS LIMITED</b>		
<b>RISK ASSESSMENT FOR:</b> COVID-19 – Production Areas	<b>REF. NO.</b> GRA 26	<b>NEXT REVIEW DATE:</b> May 2021
<b>Notes:</b> Refer to Government Guide Lines See Risk Assessment GRA 27 for non-production areas		
<b>CARRIED OUT BY:</b> P. Wares	<b>LAST REVISED DATE:</b> N/A	<b>ISSUE:</b> B
Does this assessment consider the Health and Safety of pregnant workers? Is a written operational or working procedure involved?		Yes / <del>No</del> No / <del>Yes</del>
<b>POTENTIAL HAZARDS:</b> 1. Contracting and spread of COVID-19		
<b>POSSIBLE RISKS TO HEALTH AND SAFETY:</b> 1. Contracting COVID-19 2. Feeling unwell, developing into a serious illness, maybe requiring assistance 3. Fatality 4. Passing COVID-19 onto others		
<b>PERSONS AT RISK:</b> All staff, visitors, clinically extremely vulnerable and clinically vulnerable individuals, cleaners, subcontractors.		
<b>EXISTING PREVENTION/CONTROL MEASURES:</b> 1. Follow the current government guidelines 2. All staff are kept informed using notices, posters and copy of this risk assessment 3. All staff are advised, especially the Clinically Extremely Vulnerable and Clinically Vulnerable, to follow the government guidelines 4. Staff are advised to wash their hands more frequently and as instructed, for 20 secs, using soap and water, especially when arriving on site and when leaving, as well as before and after breaks. 5. Hand sanitiser units are provided at key locations. 6. Staff are reminded to catch coughs and sneezes in a tissue and dispose of safely. 7. Canteen breaks are staggered to accommodate physical distancing and measures taken concerning the use of cash. 8. Safe outside areas for breaks are provided. 9. Staff are encouraged to bring in their own food. 10. Canteen layout is arranged to maintain 2 metre spacing. 11. Canteen tables and chairs are cleaned after each break. 12. Where possible workstations are arranged to maintain a 2 metre distance. Where 2 metres cannot be maintained 1 metre + is implemented using screens, working side by side or working back to back. 13. All door handles, light switches, water taps, hand rails and reception area are regularly cleaned. Frequently touched surfaces are regularly cleaned, at least twice a day, one of which is at the start or end of the shift. 14. Avoid sharing phones. If unavoidable, shared phones should be wiped down before and after use. 15. Where permissible and practical, leave doors open to avoid the use of handles etc. (does not apply to fire doors and doors that would compromise security). 16. Adequate ventilation is provided. Doors and windows are left open where permissible and ceiling fans are used. 17. Clean machine controls and company vehicles regularly but especially if there is a change of staff using them. 18. Offer/remind staff with mental, anxiety or other issues to use the helpline – Health Assured. 19. Use floor tape to keep and maintain distance where ever possible. Examples are: toilets, sinks and canteen.		<b>ACTION WHEN:</b> 1. Always 2. Always 3. Always 4. Always 5. Maintain 6. Always 7. Maintain 8. Maintain 9. Maintain 10. Maintain 11. Daily 12. Maintain 13. Daily 14. Maintain 15. Maintain 16. Maintain 17. Maintain 18. Maintain 19. Maintain

<b>EXISTING PREVENTION/CONTROL MEASURES continued:</b>	<b>ACTION WHEN:</b>
20. Staff are encouraged to stay on site during working hours.	20. Always
21. Only if absolutely necessary will visitors/subcontractors be let on site and must sign the visitors' book. They are encouraged to wash their hands or use hand sanitiser as they enter the premises and are informed of applicable measures. The safety of staff and visitors is considered at all times.	21. Always
22. Subcontractors (maintenance/repairs) are encouraged to visit the site after working hours or when the department is quiet.	22. Always
23. Ensure all visitors understand the COVID-19 measures that have been put into place and that the host enforces them.	23. Always
24. Paper towels are used instead of hand dryers.	24. Maintain
25. Regularly change overalls and ensure overalls are bagged for cleaning prior to being taken away.	25. Always
26. Staff are encouraged to walk outside between buildings where possible. If not then use the gangway in the workshop closest to the canteen (quieter). The lab gangway is not to be used due to numbers and movement of staff.	26. Always
27. Reduce movement within the company by using for example email or telephones.	27. Always
28. Purchase more equipment to avoid sharing, if not then clean equipment after use (forklift, sack barrows, trolleys etc).	28. Maintain
29. All areas are regularly cleaned and kept clean and free of waste (paper towels, cups etc).	29. Maintain
30. Staff are reminded not to touch their face, eyes, nose and mouth with unclean hands.	30. Always
31. Staff are advised not to unduly raise their voice to avoid the risk of aerosol transmission. This includes shouting, singing and whistling.	31. Always
32. Staff who are furloughed are regularly contacted to keep them informed of the current situation.	32. Always
33. Staff are reminded to maintain social distancing when leaving and having left the site.	33. Always
34. Where gloves are worn staff are instructed on how to remove them carefully and dispose of them safely and reminded that the wearing of gloves is not a substitute for good hand washing.	34. Always
35. Masks and gloves (not medical grade) are available for those who would like to use them.	35. Always
36. Working from home has been considered but has been determined not feasible.	36. Monitor
37. In-person meetings are kept to a minimum. At in-person meetings, only staff who are absolutely necessary to the meeting will attend and social distancing is maintained (2 metres). Sharing equipment is avoided.	37. Always
38. Pinch points have been recognised (canteen, toilets) and action taken. These and all other areas will be monitored as staffing levels increase and action taken accordingly.	38. Monitor
39. Working groups (for example lifting) are maintained as far as possible.	39. Always
40. Ensure companies that our delivery drivers visit have COVID-19 measures in place and that our driver is aware of them and follows social distancing guidelines.	40. Always
41. If any individual becomes unwell displaying a continuous cough, a high temperature or loss of taste or smell, they are sent home and the guidelines followed.	41. Always
42. A member of staff who must isolate will have their work area cleaned whilst following government guidelines. PPE and cleaning products effective against viruses are used. Splashes and spray are avoided. Personal waste is double bagged and safely stored until; i) an individual tests negative therefore the waste is disposed of or ii) an individual tests positive therefore the waste is safely stored for 72hrs before disposal. Hands are washed after PPE is removed.	42. Always
43. All staff, including those returning from furlough or sick leave, will be kept informed of all changes to our Covid-19 measures. Further discussions will take place with those who have special needs.	43. Always
44. All training procedures (including apprentices) include COVID-19 guidelines and company measures.	44. Always
45. In an emergency (accident, first aid, fire, break-in) social distancing is relaxed if it would be unsafe not to do so. If someone needs to assist others then sanitation measures are employed immediately afterwards including hand washing.	45. Always
46. Deliveries to our site must only be made at our specific delivery points or as otherwise instructed. Drivers that need to visit other areas must be treated as	46. Always

<p>visitors. Social distancing must be maintained. Specific staff will deal with deliveries where possible (including working groups). Gloves are used. Hands are washed afterwards. Drivers not complying with social distancing measures are reported.</p> <p>47. If deliveries are made in reusable boxes then these boxes are regularly cleaned or stored safely for at least 72 hours before being used.</p> <p>48. Workplace equality will be considered when forming company policy in connection to Covid-19.</p> <p>49. If there is more than one case of Covid-19 associated with our workplace then the local PHE health protection team will be informed.</p> <p>50. Ensure all staff apply the above and to approach their manager should they have any concerns or ideas that could improve our COVID-19 measures</p>	<p>47. Always 48. Always 49. Always 50. Always</p>	
<p><b>FURTHER ACTIONS REQUIRED TO PREVENT/CONTROL:</b></p> <p>Monitor Government Guidelines which may result in changes to documentation and procedures at any time</p> <p>Identify any other areas of concern</p>	<p><b>COMPLETED BY:</b></p> <p><b>P. Wares</b></p>	<p><b>SIGNATURE:</b></p> 
<p><b>Area/Task Differences (if applicable)</b></p> <p>Area/task name: Non production areas have their own Risk Assessment GRA 27</p>	<p><b>ADDITIONAL CONTROL MEASURES:</b></p> <p>All staff are reminded regularly of the above measures by line management and checks made</p>	
<p><b>OVERALL RISK FACTOR:</b>    <input type="checkbox"/> LOW    <input type="checkbox"/> MEDIUM    <input checked="" type="checkbox"/> HIGH</p> <p><b>Manager's Signature:</b>  <b>Date:</b> 11.8.20</p>		