


D K HOLDINGS LIMITED		
RISK ASSESSMENT FOR: Non- Production Areas RE. COVID-19	REF. NO. GRA27	NEXT REVIEW DATE: MAY 2021
Notes: This risk assessment should be used in conjunction with GRA26		
CARRIED OUT BY: G. Fuller	DATE LAST REVISED: 18.05.20	ISSUE: A
Does this assessment consider the Health and Safety of pregnant workers? Is a written operational or working procedure involved?		Yes / No Yes / No
POTENTIAL HAZARDS: 1. Contracting and spreading the Covid-19 virus		
POSSIBLE RISKS TO HEALTH AND SAFETY: 1. Contracting 2. Feeling unwell, developing into a serious illness, may require assistance 3. Fatality 4. Passing COVID-19 onto others		
PERSONS AT RISK: All Staff, visitors, cleaners subcontractors and delivery drivers. Extra risk to Extremely clinically vulnerable and Clinically Vulnerable refer to Government guide lines		
EXISTING PREVENTION/CONTROL MEASURES: 1. Refer to latest issue of risk assessment GRA26 for production areas 2. Working from home was considered and there is overwhelming reliance on physical materials, goods and documentation to enable all staff to work from home. Where practical this may be considered. 3. Care needs to be taken at entry and exit points however with the current reduced staff levels, work patterns and number of exit points this is deemed to be acceptable. But this will be monitored. 4. Exercise caution when entering washrooms on first floor of the main building, if occupied leave and return later. 5. Corridors between offices should be used as infrequently as possible and care should be exercised when using. 6. Goods-in drivers are encouraged to leave parcels in designated area on goods in shelf. If you need to travel in the area or it becomes congested wait until the way is clear or use another route. 7. All goods-in parcels should be handled using gloves and hands washed thoroughly after handling. 8. Customer collections should be discouraged and goods should be dispatched wherever possible. Otherwise goods are to be collected from goods-out in the rear building.		ACTION WHEN: 1. Always 2. Maintain 3. Always 4. Always 5. Always 6. Always 7. Always 8. Always
FURTHER ACTIONS REQUIRED TO PREVENT/CONTROL: Monitor Government Guide lines which may result in changes to procedures and documents at any time	COMPLETED BY: G. Fuller	SIGNATURE: 

Area/Task Differences (if applicable) Area/task name: Production COVID-19 risk assessment GRA26	ADDITIONAL CONTROL MEASURES: All staff should be reminded of the above control measures and Government guide lines should be reviewed and followed.
OVERALL RISK FACTOR: LOW MEDIUM HIGH Manager's Signature: <i>G J Fuller</i> Date: 21/05/2020	