

<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> A
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		

**EXISTING PREVENTION/CONTROL MEASURES:**

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 sanitizer 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
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. Lab vacuum blast room – One machine is shut down to maintain 2 metre distance
13. Staff at set-up benches in the Lab have been moved to maintain 2 metre distance
14. All door handles, light switches, water taps, hand rails and reception area are regularly cleaned
15. Avoid sharing phones. If unavoidable, shared phones should be wiped down before and after use
16. 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)
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
20. If 2 metre distance cannot be maintained for certain tasks, where possible work side by side, back to back or install shields
21. Staff are encouraged to stay on site during working hours
22. Only if absolutely necessary visitors/subcontractors are let on site and must sign the visitors book
23. Subcontractors (maintenance/repairs) are encouraged to visit the site after working hours or when the department is quiet
24. Ensure all visitors understand the COVID 19 measures that have been put into place and that the host enforces them
25. Paper towels are used instead of hand dryers
26. Regularly change overalls and ensure overalls are bagged for cleaning prior to being taken away
27. 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.
28. Reduce movement within the company by using for example email or telephones
29. Purchase more equipment to avoid sharing, if not then clean equipment after use (forklift, sack barrows, trolleys etc)
30. All areas are regularly cleaned and kept clean and free of waste (paper towels, cups etc)
31. Staff are reminded not to touch their face, eyes, nose and mouth with unclean hands
32. Staff who are furloughed are regularly contacted to keep them informed of the current situation
33. Staff are reminded to maintain social distancing when leaving and having left the site
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
35. Masks and gloves (not medical grade) are available for those who would like to use them
36. Working from home has been considered but has been determined not feasible

**ACTION WHEN:**

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. Maintain
14. Daily
15. Maintain
16. Maintain
17. Maintain
18. Maintain
19. Maintain
20. Maintain
21. Always
22. Always
23. Always
24. Always
25. Maintain
26. Always
27. Always
28. Always
29. Maintain
30. Maintain
31. Always
32. Always
33. Always
34. Always
35. Always
36. Monitor
37. Monitor
38. Always
39. Always
40. Always
41. Always
42. Always
43. Always

<p>37. 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</p> <p>38. Working groups (for example lifting) are maintained as far a possible</p> <p>39. 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 guide lines.</p> <p>40. 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</p> <p>41. All training procedures (including apprentices) include Covid 19 guidelines and company measures</p> <p>42. 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 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>43. 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><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> 21.5.20</p>		