



RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	Production - Height Safety / Main Sewing
Department/staff:	All Staff
Tasks/activities:	Assembling / Machining of products
Other information:	

Risk assessment sign off					
Prepared by:	D Flynn – QHSE Manager	Signature:		Date:	19.05.20
Reviewed by:	P Ward – Managing Director	Signature:		Date:	19.05.20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
4	1	19.05.20	R Halsall / R Nugent	Production Operatives.

Key										
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.		
	4	4	8	12	16	20		Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.	
	3	3	6	9	12	15	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.	
	2	2	4	6	8	10				
	1	1	2	3	4	5				
		1	2	3	4	5				
S: Severity				DR: Degree of risk			RR: Residual risk			
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 									

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
Additional requirements:		Gloves should be worn whenever it is practicable to do so.						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Assembly of products using benches, jigs and other fixtures	All Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Sanitise hands before commencing operations Ref: 01 All Benches / Jigs / and Winding handles shall be wiped down using Anti-Bacterial spray / blue roll at the start / end of each working day. Refer to cleaning guidance document Ref: 04 Ensure all Operatives are equipped with their own stationary items, and these items are not shared – E.G Pens, etc. Ensure communal holders to store pens etc. are removed Ref: 02 Use of Pump trucks / Lift tables - Sanitise handles / controls before each use, using Anti-Bacterial wipes. A pack of wipes will be attached to each truck. Refer to cleaning guidance document Ref: 04 Ensure cleaning materials / used wipes are disposed of after use within the designated clinical waste bins provided. Where specific hand / Electrical tools are required for assembly to include glue guns, heat guns, mallets, hammers etc., these shall be wiped down using Anti-Bacterial wipes before each use. Refer to cleaning guidance document Ref: 03 Where specific Machinery is required during the assembly process, operational controls and machine surfaces / any tools, shall be wiped down using Anti-Bacterial spray / blue roll or Anti-Bacterial wipes before each use. Refer to cleaning guidance document Ref: 04 Ensure cleaning materials to include blue roll , and used wipes are disposed of after use within the designated clinical waste bins provided 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> Where a product requires assembly prior to sewing, ensure ALL benches and Jigs are set up, so that Operatives can maintain the 2M Social distancing rule. Floor markers to be adapted which will advise of the allocated space for the Operative to work. Any Bench's where there are two or more permanent fixtures attached, such as vices, winders, jigs etc., must be spaced 2M apart, to maintain social distancing. If 2M cannot be achieved, then either one or more of the fixtures shall be re-located, or taken out of use, which will be marked accordingly via a cross (Yellow / Black tape). Only one heat sealer allowed per Extraction location. Where fixtures cannot be separated and operatives would work less than 2M, protective shielding screens shall be installed. Chairs utilised for Inspection work stations shall be allocated to one Operative and their name clearly marked. Any spare chairs to be removed from Production areas and stored accordingly Ref: 02 If deemed necessary 2M floor markings shall be adopted. All Operatives to maintain Social Distancing at all times, and appropriate signage displayed Ref: 02 			
Machining of Products	All Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Sanitise hands before commencing operation Ref: 01 Ensure all Operatives are equipped with their own stationary items, and these items are not shared – E.G Pens, etc. Ensure communal holders to store pens etc. are removed Ref: 02 Use of Pump trucks / Lift tables - Sanitise handles / controls before each use, using Anti-Bacterial wipes. A pack of wipes will be attached to each truck. Refer to cleaning guidance document Ref: 04 Ensure cleaning materials / used wipes are disposed of after use within the designated clinical waste bins provided. Where a specific Sewing Machine is allocated for one Operative, operational controls and machine surfaces, fly wheels, shall be wiped down Anti-Bacterial spray / blue roll at the start / end of each working day. Refer to cleaning guidance document Ref: 04 Where a sewing machine cannot be assigned for one specific Operator, the machines operational controls and machine surfaces, fly wheels, shall be wiped down Anti-Bacterial spray / blue roll at the start of the process. Refer to cleaning guidance document Ref: 04 Ensure cleaning materials to include blue roll , and used wipes are disposed of after use within the designated clinical waste bins provided Chairs utilised for Sewing Machines shall be allocated to one Operative and their name clearly marked. Any spare chairs to be removed from Production areas and stored accordingly. If deemed necessary 2M floor markings shall be adopted All Operatives to maintain Social Distancing at all 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						times, and appropriate signage displayed Ref: 01			

Action plan				
Subject	Further action required	Action by whom	Action by when	Date completed
Tool box talks and guidance documents	Tool box talk and cleaning guidance documents to be issued, in line with this Risk Assessment	DF / RH	19.05.20	22.05.20
Hand Sanitiser	Ensure there is an adequate supply of Hand Sanitiser with a 60% alcohol content.	AG	14.05.20	14.05.20
Anti-Bacterial Wipes	Anti-Bacterial Wipes to be provided for Specific Hand / Electrical tools and Sewing Machines	GW	14.05.20	14.05.20
Vinyl Gloves	Ensure we have an adequate supply of vinyl disposable gloves	GW	18.05.20	18.05.20
Blue Roll	Ensure we have an adequate supply of Blue roll	GW	14.05.20	14.05.20
Anti-Bacterial Sprays	Ensure we have an adequate supply of Anti-Bacterial Spray. The Anti-Bacterial spray needs to be of an adequate strength to kill the virus	GW / DF	14.05.20	14.05.20
Floor Markings	If deemed necessary 2M floor markings shall be adopted.	AG / DF	15.05.20	15.05.20
Protective Shielding Screens	Only where it is not possible to move workstations further apart, install protective shielding screens	AG	TBC	N/A
Maintaining 2M distancing – Workstations with jigs and fixtures attached	If 2M distancing cannot be achieved for allocated workstations, then either one or more of the fixtures on the actual workstation shall be re-located, or taken out of use, which will be marked accordingly via a cross (Yellow / Black)	AG / DF	TBC	
Allocation of Chairs	Chairs to be allocated per Operative accordingly and clearly marked with the Operatives name.	RH / RN	18.05.20	18.05.20
COVID-19 Signage	Purchase appropriate wall / floor signage.	DF	15.05.20	15.05.20

Ongoing Monitoring / Management required
<ul style="list-style-type: none"> Ongoing Monitoring to ensure the Risk Assessment and Guidance documents are being followed, through weekly Safety Tours