



## RISK ASSESSMENT - CORONAVIRUS









| Risk assessment - topic/area covered |  |
|--------------------------------------|--|
| Location(s):                         | Production - Height Safety / Main Sewing     |
| Department/staff:                    | Production Staff                             |
| Tasks/activities:                    | Cutting Preparation and First off Inspection |
| 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           |
| 2                     | 1            | 19.05.20 | R Halsall / R Nugent | Production Operatives |
|                       |              |          |                      |                       |

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

| PPE assessment  |   | <b>Note.</b> 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.  |   |   |   |   |   |   |
| <b>Note.</b> 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 |
| Scanning out Raw Materials                | Production Staff | Serious ill-health conditions | 2       | 5 | 10 | <ul style="list-style-type: none"> <li>One Warehouse Scanner to be issued per Operative for booking materials out of stock, and tagged with the Operatives name accordingly.</li> <li>If multiple users are required to use a particular scanner, Sanitise hands before use.</li> <li>Ensure Hand held scanners are wiped down using Anti-Bacterial wipes at the start / end of each day. Refer to cleaning guidance document <b>Ref: 03</b></li> <li>Ensure cleaning materials / used wipes are disposed of after use within the designated clinical waste bins provided.</li> </ul>  | 1        | 5 | 5  |
| Clean down / Preparation of Raw Materials | Production Staff | Serious ill-health conditions | 2       | 5 | 10 | <ul style="list-style-type: none"> <li>Automatic cutting machine surfaces and operational controls are wiped down using Anti-Bacterial spray / blue roll at the start / end of each working day. Refer to cleaning guidance document <b>Ref: 04</b></li> <li>Inspection / Cutting preparation benches to be wiped down beginning / end of each day using Anti-Bacterial spray / blue roll. Refer to cleaning guidance document <b>Ref: 04</b></li> <li>Ensure the handrails of all Aircraft step ladders used within production areas are cleaned down at the start of each working day, using Anti-Bacterial Wipes. Refer to cleaning guidance document <b>Ref: 04</b></li> <li>Wipe down the sides of racks / all four top edges of tubs using Anti-Bacterial spray / blue roll. Refer to cleaning guidance document <b>Ref: 04</b></li> <li>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</li> </ul> | 1        | 5 | 5  |

| Risk assessment  |                 |                               |         |   |    |  |          |   |    |
|------------------|-----------------|-------------------------------|---------|---|----|--|----------|---|----|
| Activity         | Persons at risk | Significant hazards           | Initial |   |    | Risk control measures  | Residual |   |    |
|                  |                 |                               | L       | S | DR |  | L        | S | RR |
|                  |                 |                               |         |   |    | truck. Refer to cleaning guidance document <b>Ref: 04</b> <ul style="list-style-type: none"> <li>Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the designated clinical waste bins provided.</li> <li>Sanitise hands before preparing to kit any work <b>Ref: 01</b></li> <li>All Raw Materials for bulk production to be pulled from current stock held within the selected areas <b>Ref: 05</b></li> <li>Raw materials kitted into the relevant tub / Rack and passed over to the Operative.</li> <li>All Operatives to maintain Social Distancing at all times <b>Ref: 02</b></li> </ul> |          |   |    |
| First off Sample | All Staff       | Serious ill-health conditions | 2       | 5 | 10 | <ul style="list-style-type: none"> <li>First off sample /s - Once completed the Machinist to place the sewn item onto the First off Inspection bench, and return to their work station ( 3 Stations provided – Main Sew only)</li> <li>Sanitise hands or wear vinyl gloves provided, before checking the First off sample / whilst carrying out various checks through the first off Inspection process <b>Ref: 05</b></li> <li>Dispose of vinyl gloves after use within the designated clinical waste bins provided.</li> </ul>   | 1        | 5 | 5  |

| 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             | 19.05.20       | 22.05.20       |
| Hand Sanitiser                        | Hand Sanitiser docking stations required next to all scanning stations.<br>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 next to scanning PC stations / other locations  | 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       |
| 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"> <li>Ongoing Monitoring to ensure the Risk Assessment and Guidance documents are being followed, through weekly Safety Tours</li> </ul> |