

IOSH Risk Assessment form

Name of assessor	Gary Willshire	Date	14 th May 2020
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RA Reference	RA002	Work area	Röchling High Peak.
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Task being assessed	Workplace safety to reduce the risk of COVID-19 infection or transmission
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
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Risk of infection or transmission during daily shift changeover	Production staff	Employees may contract or unknowingly spread the virus if there are large gatherings in a confined space	Social distancing where practical Machine control panels cleaned after each shift Hand sanitiser available at each workstation	3	4	12	Shift change overs have been stopped until further notice. One shift does not meet another. One shift leaves 5 minutes early, the other starts 5 minutes later	1	4	4	Production Manager Shift team	Completed and on-going
Canteen is a communal area where gatherings will occur	All employees	Employees may contract or unknowingly spread the virus if there are large gatherings in small area	All chairs have been removed from the canteen except one at each table. The tables are approx. 2 meters apart to maintain social distancing	2	4	8	Each user sanitises the table after every use. The tables are sprayed with anti-viral spray and wiped with paper towel Hand sanitiser is available for all employees	1	4	4	Ops Manager All employees	Completed and on-going

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<p>Canteen is an area that is regularly used by all employees. Cutlery, cups is shared and can be a source of transmission</p>	<p>All users of the canteen</p>	<p>Employees may contract or unknowingly spread the virus if they share cutlery, plates and cups</p>	<p>All cups, plates and cutlery have been removed to reduce the risk of cross-contamination</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Kitchen area, worktops and handles are cleaned twice a day. Daily cleaning rota in place Extra cleaning equipment purchased</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>All employees Management</p>	<p>Completed and on-going</p>
<p>Employees not being able to observe social distancing in production areas, corridors or on stairs</p>	<p>All employees</p>	<p>Employees may contract or unknowingly spread the virus if there are large gatherings in confined areas</p>	<p>Production walkway has been marked with 2 metre spacing to increase visual awareness Corridors have been marked to identify 2 metre spacing to increase visual awareness</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Stairs have been made one-way to reduce contact. Rear stair-well is up and the Front stair-well is down Masks will be made available to all employees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>All employees</p>	<p>Completed and on-going End of May for the masks</p>
<p>Door handles and stair-rails are high contact points</p>	<p>All employees</p>	<p>Employees may contract or unknowingly spread the virus from touching handles and stair rails</p>	<p>Doors are wedged open where practically possible</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>All door handles are sanitised with anti-viral spray twice daily Hand sanitiser is made available to all employees</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>As per cleaning rota Management take care of the upstairs office areas</p>	<p>Completed and on-going</p>

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Production staff walking from cell-cell can reduce social distancing	All employees	Employees may contract or unknowingly spread the virus if they do not maintain social distancing	Benches and screens have been positioned to close-off unnecessary walk-through areas	2	4	8	Screens required where operators work face-to-face and cannot maintain the 2-metre rule	1	4	4	Production Manager	Week ending 22 nd May
Visitors to may bring the infection into the workplace	All employees	Visitors may contract or unknowingly spread the virus to others within the workplace	<p>All visits have been cancelled until further notice</p> <p>Only visits deemed necessary will be approved (machine or equipment breakdown)</p> <p>All delivery drivers are to stay at the front door</p> <p>No employee is to sign for any products or deliveries. Names are given only.</p>	1	4	4	n/a				n/a	n/a

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<p>Large gatherings via meetings may contribute towards the spread of infection (production meetings, cell meetings, sales meetings)</p>	<p>All employees</p>	<p>Employees may contract or unknowingly spread the virus if there are large gatherings in small area</p>	<p>All customer visits have been cancelled until further notice</p> <p>Cellular meetings have been cancelled until further notice</p> <p>Sales meetings have been cancelled until further notice</p> <p>Daily production meetings have been cancelled until further notice</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>n/a</p>				<p>n/a</p>	<p>n/a</p>	
<p>Employees (unknowingly) bringing the virus into the workplace</p>	<p>All employees</p>	<p>Employees may contract or unknowingly spread the virus to other employees</p>	<p>Every employee has their temperature taken by management (or team leader)</p> <p>Action, to send home if an employee has a high temperature or feels unwell</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Second thermometer purchase should one stop working</p> <p>Masks worn by the individual who is taking the employees temperature</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Management Team Leaders</p>	<p>Complete and on-going End of May for masks</p>	
<p>Review date</p>		<p>June 2020</p>					<p>Signature</p>						