

Viral Pandemic

CONDAL PLASTICS LTD WORKPLACE RISK ASSESSMENT

Ref No.	Hazard <small>(What could cause harm – this may be physical, chemical, biological, psychological etc.)</small>	Risk of/to/when <small>(What could happen / nature of injury – how/who might someone be harmed, directly or indirectly)</small>	Control Measures <small>(e.g., elimination of hazard, reduction, isolation, training, PPE etc)</small>	What further action do you need to take to control the risks?	By who	By when	Complete When
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	Viral Pandemic/Infectious Disease	All Staff Staff at higher risk: <ul style="list-style-type: none"> • Clinically extremely vulnerable • Clinically vulnerable • Staff with “protected characteristics” or other concerns 	<ul style="list-style-type: none"> • Covid Secure status signed off <ul style="list-style-type: none"> ○ Risk assessments completed. ○ Point of contact: W. Stewart (Operations Manager. In his absence C. Sommers (Planning Manager). ○ Condale Plastics continue to participate in the workplace testing scheme, using LFD’s twice a week. ○ Hygiene regime in place 6x per day. Logbook maintained to demonstrate compliance. ○ SSOW provided to maintain safe working environment. ○ Staff reminded to keep working environment well well-ventilated. ○ Social distancing signage and markings displayed throughout factories & offices. Canteen & toilet notices limiting the number of people allowed displayed. ○ Face coverings available for staff where cohorts are required to mix or 2m distance cannot be maintained. ○ Staff and visitors displaying symptoms instructed to stay at home, do not attend the premises. 	<ul style="list-style-type: none"> • Continue to monitor Government/PHE guidelines referenced at: <ul style="list-style-type: none"> https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-appendix https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 		Ongoing	Complete Complete Complete Complete Complete Complete Complete Complete Complete
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			<ul style="list-style-type: none"> • Movement between factories cohorts kept to a minimum. • Reminders delivered to staff at briefings/communications. • Staff encouraged to follow government and local guidelines to keep their family and work colleagues safe. <ul style="list-style-type: none"> ○ Remain cautious. ○ Hands. Face. Space. Fresh air. • Staff encouraged to download the NHS Covid-19 app. • Staff advised to use the NHS Test and Trace program if symptoms are displayed. • Staff reminded not to attend work if displaying Covid-19 symptoms. • In the event of a lockdown scenario, in the first instance, volunteers will be requested to maintain skeleton crew. 	<ul style="list-style-type: none"> • Staff with specific concerns or requirements to be assessed individually by supervision. • Staff to comply with NHS Test and Trace isolation instructions. Also: <ul style="list-style-type: none"> ○ Explain to your employer that you cannot come to work. ○ Request an isolation note from the NHS. ○ Share the evidence provided by NHS Test and Trace with your employer. 			

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		<p>Staff developing symptoms while at work.</p> <p>Staff working on site.</p>	<ul style="list-style-type: none"> • Use of public transport should be used where there is no practical alternative. • Self-temperature check to be performed 30 minutes after arrival on site. <p>If a member of staff develops a high temperature, a continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia) while at work, they should:</p> <ul style="list-style-type: none"> ○ Avoid touching anything. ○ Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough or sneeze into the crook of their elbow. ○ Inform their manager, return home immediately. ○ Request a free PCR test through the NHS Test and Trace service. <ul style="list-style-type: none"> • Cleaning of immediate working area to be conducted using guidelines set out in the Government document - COVID-19: cleaning in non-healthcare settings. • Staff should adhere to the guidance provided in the SSOW. 	<ul style="list-style-type: none"> • When using public transport, staff should wear a face covering per SAGE advice. Note: Face coverings are not a replacement for social distancing • Adhere to SSOW guidelines upon arrival on site. • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 		<p>Ongoing</p> <p>Ongoing</p>	
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		<p>Staff sharing a household.</p> <p>Staff returning from holiday.</p> <p>Staff contacted by NHS test and trace service</p>	<ul style="list-style-type: none"> • Any positive case at work is required to be reported to PHE & Mid-Sussex Council. <ul style="list-style-type: none"> ○ Close contacts must be identified and asked to isolate per government guidelines. • If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus then they must stay at home in line with the current self-isolation guidance • If you are in the UK, you should not travel abroad unless you have a permitted reason to do so. It is illegal to travel abroad for holidays. • You should read the guidance for your personal circumstances before deciding whether you are legally permitted to travel abroad. If you travel abroad, even if you are returning to a place you have visited before, follow the government checklist. • If you are holidaying in England. Follow government and local guidelines. <ul style="list-style-type: none"> ○ Stay safe and alert. ○ Hands. Face. Space. Fresh air. • Ensure their manager or supervisor is informed. • Return home immediately. • Avoid touching anything. • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 	<ul style="list-style-type: none"> • Developments in the coronavirus pandemic remain uncertain around the world. No travel is risk-free. If you are planning travel abroad in the weeks and months ahead, even if you are returning to a place you've visited before, follow this checklist: https://www.gov.uk/guidance/travel-advice-novel-coronavirus • Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. • Request an isolation note from the NHS. 		Ongoing	
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			<ul style="list-style-type: none"> If a worker develops symptoms, they should request a free PCR test as soon as their symptoms start 	<ul style="list-style-type: none"> Share the evidence provided by NHS Test and Trace with your employer. Once they have ordered the test, they will be asked by NHS Test and Trace to provide details of anyone who they have been in close recent contact with. Note: This will be but anyone who meets the definition of a close contact. 		<p>Ongoing</p> <p>Ongoing</p>	

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	Viral Pandemic/Infectious Disease	Inhalation of virus All staff	<ul style="list-style-type: none"> Maximise ventilation within your working environment. Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff. Staff should continue to wear a face covering when mixing with “another cohort”. Also, face coverings should be used in enclosed less well-ventilated rooms such as canteens, toilets, and offices or, if 2m social distance cannot be maintained. Signage/visual controls/cleaning stations Install new signage in all areas of the business, providing advice or instruction. For example: Entry/Egress, staff numbers, use of hand sanitiser etc. Educate staff to consider social distancing during daily activities. Promote basic hygiene standards. 	<ul style="list-style-type: none"> Continue to monitor Government/PHE guidelines: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-appendix Provide visual aids to visualise what it is to be an acceptable distance apart. Wash your hands more often with soap and water, for at least 20 seconds or use a hand sanitiser. Do this after you blow your nose, sneeze, or cough, and before you eat or handle food Avoid touching your eyes, nose, and mouth with unwashed hands. 			<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>

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		<p>Parking</p> <p>Start/Finish times</p> <p>Shared areas: Office areas, canteens, toilets</p>	<ul style="list-style-type: none"> • Provide visual prompts reminding staff of safe methods of working: • Sufficient space on site to allow for additional car usage. • Shift pattern creates natural “staggering” effect on employee start times. • The spread of car parking results in the use of multiple access/egress points. • Re-organise office, canteen layouts to ensure/maximise social distance. 	<ul style="list-style-type: none"> • Avoid close contact with people who have symptoms. • Cover your cough or sneeze with a tissue, then throw the tissue in a bin. • Clean and disinfect frequently touched objects and surfaces. • Social distancing. • Restriction of numbers & access in specific areas. • Hygiene. • Cleanliness. • Provide additional canteen space and facilities to accommodate staff returned from furlough in Factories A & B 			<p>Complete</p> <p>Complete</p> <p>Complete</p>
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		<p>Two-person jobs</p> <p>Where work is inherently mobile. E.g., QA, Maintenance</p> <p>Meetings</p>	<ul style="list-style-type: none"> • Upon set up, where lines are running a two-person job, make provision for social distancing. • Social distancing to be maintained as far possible. Face coverings must be worn when mixing with another cohort. • Training, detailing safe working practices to ALL staff. • Meetings kept to a minimum. • Meeting rooms distanced and well well-ventilated. 	<ul style="list-style-type: none"> • Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible. Face coverings should be worn. • Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Face coverings must be worn. 			C

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	Viral Pandemic/Infectious Disease	<p>Touch: Contracting virus from shared surfaces – Desks, canteen counters, computers, vehicles, fork trucks, pallet trucks, extrusion line “modules”, Shared tooling, other equipment</p> <p>All factory-based staff</p>	<ul style="list-style-type: none"> • Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff. • Install new signage in all areas of the business, providing advice or instruction. For example: Entry/Egress, staff numbers, use of hand sanitiser etc. • Promote basic hygiene standards. • Prevent infection from entering building using hand sanitiser/stations. 	<ul style="list-style-type: none"> • Continue to monitor Government/PHE guidelines. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-appendix • Install hand sanitiser/cleaning stations at entrances, shared equipment. • Position lecterns at the end of extrusion lines, equipped with wipes and hand sanitiser to minimise “traffic” between lines. • Wash your hands more often with soap and water for at least 20 seconds or use a hand sanitiser. Do this after you blow your nose, sneeze or cough, and before you eat or handle food. • Avoid touching your eyes, nose, and mouth with unwashed hands. • Avoid close contact with people who have symptoms. • Cover your cough or sneeze with a tissue, then throw the tissue in a bin. • Clean and disinfect frequently touched objects and surfaces. 		<p>Ongoing</p> <p>Ongoing</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>

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			<ul style="list-style-type: none"> • Enhance cleaning regimes – Frequency and number of cleaners. • Operators to clean own working space before use. Including offices, telephones, computers. • Provide additional materials to clean working environment/station. • Remove all chairs constructed with fabric in canteen areas. • Limit number of people (internal and external) using building. • Nominate specific people to operate shared equipment. E.g., Label printing. • Promote basic cleanliness standards. 	<ul style="list-style-type: none"> • Frequently clean and disinfect surfaces that are touched regularly, using cleaning products provided, including: <ul style="list-style-type: none"> ○ Computers, printers, label printers, fork trucks, pallet trucks, company vehicles ○ Machine consoles and controls to be cleaned at the start of the shift/first use. ○ Keep working areas clean and tidy. ○ Free from all materials not required for the job at hand. ○ No cups, plates etc. left on lines. ○ Bins to be emptied into the skip, at the end of the shift. ○ Dispose of coverings, wipes, gloves in specified bin. 		Ongoing	

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	Viral Pandemic/Infectious Disease	Visitors: Contractors Sales, Deliveries	<ul style="list-style-type: none"> • Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff. • Minimise non-essential travel. • Encourage use of remote connection. • Limit the number & access of visitors, deliveries, contractors to the site and factories to minimise contact with staff 	<ul style="list-style-type: none"> • Continue to monitor Government/PHE guidelines https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-appendix • Maintain a record of all visitors to the site. • Use bell at Goods In to notify arrival of goods. • Contractors/Visitors on site required to take a temperature test. • Provide guidance material for visitors, deliveries, contractors: <ul style="list-style-type: none"> ○ Upon arrival, for example: signage, visual aids ○ Before arrival, for example: by phone, via email, website • Where possible request drivers to remain in vehicles • Minimise contact during exchange of documentation. • Provide drop-off/pick-up areas for deliveries 		Ongoing	