

COVID-19 RISK ASSESSMENT FORM

Covid-19 Risk Assessment

Company name: RECOL LIMITED

Department (if appropriate): ALL RECOL OPERATING UNITS AND DELIVERY VEHICLES

Employee doing assessment: BOB SINCLAIR

Date: 19/05/2020

Description of business and workplace

Recol Ltd operates from 3 worksites the sub-contract manufacture and assembly of fabricated sheet metal products in a range of finishes.

Methodology

Description of how risk assessment completed:

- Visited premises
- Discussion with workers (and health and safety employee representatives, if applicable)
- Considered risk to clinically vulnerable employees, e.g. pregnant employees or employees with health conditions
- Followed Government guidance on working safely during the coronavirus pandemic and followed industry guidance

Hazards	People at risk	Action: control to reduce risk to appropriate level	Risk after action taken: Low, Medium or High
Transmission of Covid-19 Coronavirus in the workplace	<ul style="list-style-type: none"> • Employees • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable workers – i.e. those over 70 years old, Pregnant workers, those with existing underlying health conditions 	<p>Hand Washing Hand washing facilities with soap and water in place. Employees reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Gel sanitisers in any area where washing facilities not readily available, particularly at entry and exit points to premises</p> <p>Posters and other materials are displayed.</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces during the day and at the end of the day that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using standard cleaning products and methods.</p> <p>Regular checks will be carried out by line managers to ensure that the necessary cleaning procedures are being followed.</p> <p>Social Distancing Social Distancing – reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap in accordance with Public Health advice:</p> <p>High traffic areas will be regulated including corridors and walkways to maintain social distancing.</p> <p>Non-essential trips within buildings and between sites are discouraged.</p>	

		<p>Established shift patterns reduce number of workers on site and entering or leaving the work premises or site at any one time. Also relocating workers to other tasks to ensure social distancing.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Workstations are assigned to an individual as much as possible. If they need to be shared, they are shared by the fewest possible number of people.</p> <p>Managing customers, visitors and contractors The number of unnecessary visits has been minimised. For necessary visits the number of visitors is limited.</p> <p>A delivery drop box is established at the site entrance, so couriers do not need to enter the site.</p> <p>The Visitors entry and exit route through reception will minimise contact with other people.</p> <p>Communal Areas Social distancing also to be adhered to in canteen area, smoking area and other communal areas.</p> <p>Break times will be staggered to reduce pressure on break rooms or places to eat.</p> <p>Where applicable, safe outdoor areas will be used for breaks.</p> <p>Rearrangement of seats and table layouts to maintain spacing and reduce face-to-face interactions.</p> <p>Staff to be reminded on regular basis of the importance of social distancing in the workplace.</p> <p>Meetings</p>	
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		<p>few others). A consistent pairing system will be put in place if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</p> <p>Where people must work face-to-face for a sustained period with more than a small group of fixed partners, we will assess whether the activity can safely go ahead.</p> <p>Accidents, Security and Other Incidents In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Wearing of Gloves Where the Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Respiratory Protective Equipment (RPE) Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours as PPE is of very limited benefit in reducing the risk of the transmission of COVID-19.</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p>	
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General action taken

- The HR Manager communicated this risk assessment to staff by email, putting it on the notice board in each operating unit and publishing it on the company website.
- The HR Manager discussed it with staff, with those identified as at risk.
- The HR Manager made the decision not to review this assessment if no significant change in the level of risk in the workplace due to Covid-19, and in any event diarised to review it in a year.