



Excel Manufacturing Ltd

Units 1, 2 & 13 Fieldhouse Park

Old Fieldhouse Lane - Huddersfield HD2 1FA

COVID-19 RISK ASSESSMENT

Issue date	Issue number	Description of Change	Approved by
8 th June 2020	01	Initial Document	

Document Control

This policy is a controlled document. Only the current document shall be used. Check with the document controller to ensure that you have the latest issue.

Issue Date and Issue Number is information to help us to ensure that we are using the current document.

Updates will be issued from time to time by the company. Any changes having a significant effect on health and safety will be communicated to the relevant people.

Following a new issue, any printed copies shall be destroyed but one copy of the superseded document shall be archived and stored for a minimum of three years.

Coronavirus (COVID-19) Risk Assessment

Introduction

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within two meters of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

The main symptoms are:

- Fever
- Cough
- Shortness of breath/difficulty breathing

Some people may begin with other symptoms, such as aches and pains, nasal congestion, runny nose, sore throat, inability to smell or taste, or diarrhoea. Some people become infected and are contagious without yet having developed symptoms and feeling unwell. For many people, COVID-19 infection can be mild and they make a full recovery with minimal intervention. However, it can be much more serious for people with underlying health conditions, and people with weakened immune systems

Government Hygiene Guidance

As such it is imperative that the spread of the disease is restricted as far as is practicable by adopting good hygiene measures such as

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straight away.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Try to avoid close contact with people who are unwell.
- Clean and disinfect frequently touched objects and surfaces.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Limit travel where possible to reduce potential exposure.

Good hand hygiene is vital to limiting the spread of the coronavirus (COVID-19) infection, so ensure staff and employees wash their hands thoroughly and more often.

Persons should wash hands for the amount of time it takes to sing “Happy Birthday” twice (around 20 seconds):

1. Wet the hands with water.
2. Apply enough soap to cover the hands.
3. Rub the hands together.
4. Use one hand to rub the back of the other hand and clean in between fingers.
Do the same with the other hand.
5. Rub the hands together and clean in between the fingers.
6. Rub the back of the fingers against the palms.
7. Rub the thumb using the other hand. Do the same with the other thumb.
8. Rub the tips of the fingers on the palm of the other hand. Do the same with the other hand.
9. Rinse the hands with water.
10. Dry the hands completely with a disposable towel.
11. Use the disposable towel to turn off the tap.

If there is no access to soap and water, use an alcohol-based hand sanitiser.

Government Social Distancing and Self-Isolation Requirements

At all times, employees should follow the Government guidance on self-isolation if they or anyone in their household shows coronavirus symptoms. You should not go into work if you are showing symptoms, or if you or any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer.

In addition, employees should follow Government guidance on social distancing and should adhere to the arrangements that the club has introduced in order to make this as practical as possible.

Social Distancing – Involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19).

Self-Isolation – To protect others, employees must stay at home if they or someone they live with has symptoms of coronavirus (COVID-19). This is called self-isolation.

Framework for Employees on the Risks from Covid-19 at Work

We will ensure that all employees have received and understood our covid-19 procedures prior to work.

This will be achieved via:

- Briefing all staff on our arrangements prior to them attending/starting work.

Persons at Risk re the spread of the Coronavirus whilst at Excel Manufacturing Ltd

- Employees
- Visitors
- Contractors

Occupational Risk Assessment

<u>Activity or Facility</u>	<u>Risk Control Measure</u>	<u>Mitigation Score</u> Completed (2) In Progress (1) Not in Place (0)
Preparing the workforce	<ul style="list-style-type: none"> Anxiety of returning to the workplace has been mitigated through change management planning and communications. First morning return to work briefing explains the actions that the company have taken to mitigate the risk. A health questionnaire is completed as part of the return to work process. Vulnerable workers or those who live with vulnerable people have been identified and requested to not return as yet. 	2 2 2
General	<p>Signage is in place throughout the premises to remind staff of the need to social distance and implement hand hygiene.</p> <p>One way systems have been implemented throughout all company buildings in order to remove the need to pass within 2m of each other</p> <p>Staff have access to washing stations, hand sanitiser and end of day moisturising cream</p> <p>Staff are issued with disinfectant wipes, face masks, gloves and hand sanitiser at their welcome back briefing on the first morning of returning to work</p> <p>Equipment and surfaces are subject to regular cleaning between users via the use of the hand wipes issued to staff</p> <p>Contract cleaning has been increased from twice a week to every other day</p> <p>Staff are required to wear face masks when moving around the building away from their own work station. Disposal points for used masks are in place by exits and can be sealed and disposed of without the need to touch the interior.</p>	2 2 2 2 2 2

General (cont)	First aid cover has been maintained and the company ensure that there is at least one trained first aider on site at all times	2
	Staff are asked to go home immediately should they show any sign of illness. Temperature checks are completed should anyone complain of not being well.	2
Entrances	If staff arrive prior to the building being open then they have sufficient space to wait outside at distance of 2m from one another – floor markings are in place at each entrance	2
	Hand sanitiser stations are provided within the entrance ways. Staff wash their hands as soon as is practical upon entering the building.	2
	The 'handscan' clocking in machine has been taken out of service to remove the high touch risk	2
	Signage is in place at each entrance to remind staff and visitors of the need to be diligent re covid-19	2
Offices	Number of persons in each office is controlled in order to maintain social distancing.	2
	Each workstation has been segregated from others via the use of clear plastic screening	2
	One way systems are in place within the corridors leading to the offices and from the offices to toilets and welfare facilities.	2
	Staff do not 'hot desk' or share equipment such as keyboards. Hand wipes have ben provided to allow surfaces to be cleaned.	2

Production Areas	One way systems are in place throughout all production areas. These are clearly indicated via floor markings and allow movement around the building without encroaching into the 2m distance.	2
	The goods in counter has a clear plastic screen to protect employees from visitors.	2
	The layout of the production area allows a distance of 2m to be kept between working employees at all times.	2
	Face masks are not mandatory whilst at work stations but staff are free to use them should they want to. Face coverings are compulsory when moving around the building.	2
	Signage is present within all production areas in order to remind staff to be diligent re covid-19.	2
	Workstations are generally used by only one worker and are not shared. Hand wipes have ben issued where this is not possible or where production practicalities apply (e.g. using the forklift truck).	2
Canteen	Canteen areas have had furniture rearranged and screens installed to ensure that social distancing is possible. Only one person per table.	2
	Eating within cars or at workstations is encouraged rather than in the canteen.	2
	Canteen equipment (kettles, microwaves, etc) is no longer allowed to be used. Staff must bring their own food and drink.	2
Toilets	Toilet blocks are limited to one user at a time. A system of hanging an 'engaged' card to the outer door has been introduced to show no one else is allowed to enter.	2
	Staff are issued with their won disinfectant wipes and are encouraged to wipe down before use	2

Mitigation Score Coding Explained

GREEN (2) - All necessary levels of preventions are in place. Carry out duties.

AMBER(1) – Some levels of preventions are not sufficient enough to carry out duties. Carry out remedial actions prior to continuing with duties.

RED (0) – levels of preventions are insufficient to carry out your duties. STOP WORK – do not carry out your duties until remedial actions are in place.

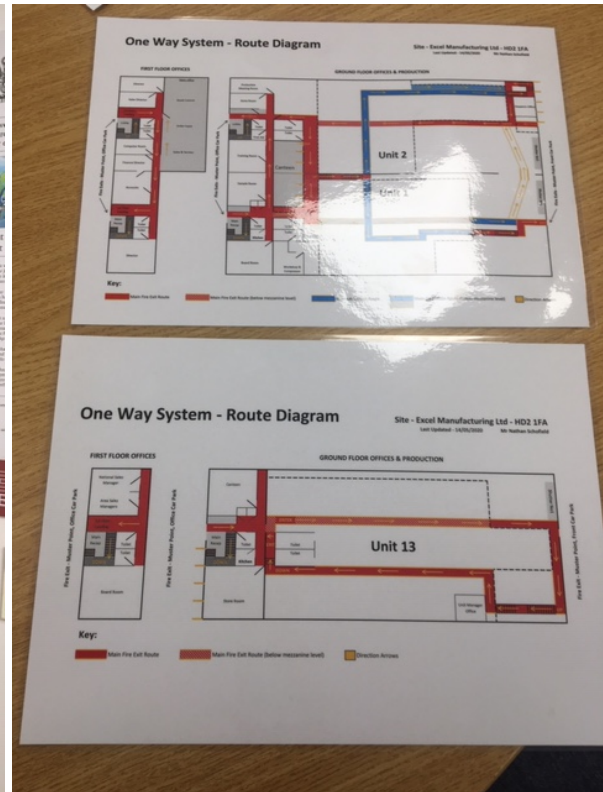
Photos to demonstrate the above procedures in use:



Shared offices have had clear screens installed in order to ensure social distancing is in place



Examples of the signage in place around the building and at entrances



One way routes are in place throughout the buildings. Signage and floor markings indicate the correct routes.





Canteen tables have been screened off. Only one employee at a time.



Hand sanitisers and masks are positioned at each entrance.



Markings on the floor and signage to allow staff to social distance before entering



Plastic screen in place at the goods in hatch



Production area is of sufficient size to allow for good social distancing