

<b>Directorate:</b>	<b>Division:</b>	<b>Reference:</b>
<b>Activity:</b> Template for all hazards relating to Covid 19 on site at Wrexham		
<b>People at Risk:</b> All employees, Site visitors, contractors and logistics suppliers		
<b>Site:</b>		<b>Additional Information:</b> Requirement for revised Government Legislation issued on 11/5/2020

## Risk Evaluation

Hazard	Risk	Rating	Existing Control Measures	Additional Action Required (action by whom, by when)
Spread of Covid 19 to employees, visitors to site, contractors and Logistics delivery drivers	Staff, Visitors, Contractors, Drivers, Vulnerable groups, Anyone else connected with the business contracting the Coronavirus Covid 19	Frequency of hazard present + Likelihood of hazard causing harm + Severity of worst outcome  Constant exposure 10 + Probable of hazard causing harm 7 + Fatal outcome 10 = 27  Risk Rating / 0.3 = 90%	The company is willing to support all employees with answers to questions or any support required when it comes to their Health Safety and Wellbeing and Mental Health	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>- Adequate hot water and soap, instructions on washing of hands as per Government guidelines</li> <li>- 20 seconds (Happy Birthday Song twice)</li> <li>- Hot air dryers and Papertowels to reduce spread of the virus</li> <li>- Catch it, bin it, Kill it</li> </ul>

Hazard	Risk	Rating	Existing Control Measures	Additional Action Required (action by whom, by when)
			<ul style="list-style-type: none"> <li>- Request that staff report any issues to Management</li> </ul>	
			<p><i>Availability of Alcohol Sanitisers</i></p> <ul style="list-style-type: none"> <li>- Additional units fitted and well distributed around shop floor and entrances / exits</li> <li>- Manual pump dispensers available if needed</li> <li>- Stock take and inspection of Sanitisers weekly</li> </ul>	
			<p><i>Cleaning</i></p> <ul style="list-style-type: none"> <li>- Alcohol wipes available for personal work areas</li> <li>- Instruction for personal work areas to be cleaned</li> <li>- Instructions and Alcohol spray available to ensure canteen tables and communal seating areas are kept clean</li> <li>- Daily cleaning of door handles, push plates and shared doorways</li> <li>- Add additional Alcohol spray and wipes in foyers</li> <li>- Plastic cutlery provided for communal and canteen areas</li> </ul>	+
			<p><i>Working from home</i></p> <ul style="list-style-type: none"> <li>- Where possible employees have been equipped and trained to be able to work from home to reduce overall exposure (min 25%)</li> </ul> <p><i>Social Distancing</i></p> <ul style="list-style-type: none"> <li>- Low concentration of staff generally,</li> <li>- Adjustments have been made to work stations to reduce concentration</li> <li>- Flexibility to stagger breaks</li> <li>- Flexibility to agree amended start and finish times</li> <li>- Instruction provided to maintain social distancing</li> <li>- Introduction of one-way system in and out of canteen</li> <li>- Employees requested not to car share</li> <li>- Laboratory has one way system</li> <li>- Meeting rooms and kitchen facilities limited to max people depending on size</li> </ul>	



Hazard	Risk	Rating	Existing Control Measures	Additional Action Required (action by whom, by when)
			<p>Wearing of Gloves</p> <ul style="list-style-type: none"> <li>- Sterile gloves widely available in dispensers on shop floor</li> <li>- Local area requirements determines if mandatory or not</li> <li>- Stocks available</li> </ul> <p>Wearing of Masks</p> <ul style="list-style-type: none"> <li>- Masks are available as required</li> </ul>	
			<p>PPE</p> <ul style="list-style-type: none"> <li>- PPE is available as required if employees are required to work in close proximity to conform with all Government guidelines</li> </ul>	
			<p>Covid 19 Symptoms</p> <ul style="list-style-type: none"> <li>- The company standpoint is for all employees to follow Government guidelines and self-isolate if they or members of their households are symptomatic</li> <li>- The guidance is for individuals to seek further guidance from NHS 111 to clarify symptoms and release to return to work</li> </ul> <p>Drivers</p> <ul style="list-style-type: none"> <li>- Drivers restricted access to Factory</li> <li>- Drivers advised to maintain social distancing</li> <li>- Signing requirements reduced (surnames verbally given)</li> <li>- Despatch personnel provided with PPE and sanitising gel</li> <li>- Drivers using facilities have to complete Covid 19 questionnaire</li> </ul>	
			<p>Visitors</p> <ul style="list-style-type: none"> <li>- No visitors permitted except for essential maintenance and repairs</li> <li>- Visitors have to complete form to self-certify for Covid</li> <li>- Visitors to maintain social distancing while onsite</li> <li>- Sanitising gel and gloves available for visitors working onsite</li> </ul>	

Signature:  Name: *Shawn Clemons* Job Title: *Operations Manager* Date: *11/15/20*

Review Date: .....