

RISK ASSESSMENT: COVID 19
COMPANY: Loxleys Print Limited
SITES: Kiln Street & Hub54
DATE: 5th May 2020
ASSESSOR: Tony Lorriman
PEOPLE AT RISK: Employees, Contractors, Visitors, Members of the Public



COVID 19 Related Hazards	Potential Risks Caused by Hazards	Implemented Control Measures	Further Measures / Actions Required
Close contract with others	Potential risk or transfer of virus through close contact with other persons	Implementation of effective social distancing to enable 2 meter gap to be maintained between individuals at all times	
		The importance of social distancing (2 meter rule) has been explained to all staff	
		Social distancing rules to be adhered to at all times - 2 meter gap between individuals to be maintained at all times	Additional signage required TL
		Gathering of people outside employee entrances restricted	
		Employee entrances - 2 meter spacings marked on floor	
		Clocking in machines - 2 meter spacings marked on floor	
		2 meter spacings marked on floor in appropriate areas of buildings	
		Junction system marked on floor at 90 degree bends	
		No shaking of hands	
		Internal face to face meetings must be minimised	
		No business travel allowed	
		Essential visitors only allowed on site (engineers & delivery drivers needing to use toilet and/or hand washing facilities etc); all visitors to be health screened before site entry is authorised	
		Two person tasks where a 2 meter gap between individuals cannot be maintained - PPE is compulsory and must be used (face mask, safety goggles, face visor, gloves) when carrying out such a task; Komori & Sanwa have been identified as machines with two person tasks where a 2 meter gap cannot be maintained during identified tasks	

Delivery drivers not allowed to enter building whilst making deliveries (unless they need to use toilet and/or hand washing facilities - health screen before authorising site entry)
Minimise number of people on site
Homeworking - All employees who can work from home are to work from home; Homeworking is the preferred method of working wherever possible to minimise the number of employees on site
Maximum occupancy limits established for changing rooms, canteens & kitchen areas
Canteen Areas - Tables spread out and chairs removed in line with maximum occupancy rules; perspex screens used in middle of tables to keep people separate
Staggered breaks
Shop Floor Data Collection - Manual time sheets used instead of shared computer terminals
PPE provided where requested (face mask, safety goggles, face visor, gloves); it should be noted that such PPE is not compulsory but is available to any employee on request
Cross Site Contamination - Cross site movement of people minimised to essential visits only
Number of employees on site at any one time minimised by using shift working; Shift working used to minimise clusters of people in specific areas (eg: Longford & Flitter - Maximum of 2 x machines running during any one shift in each area)
Fixed shifts, fixed teams and consistent partnering to be used where customer demand and work mix allows to reduce number of contacts
Reduced job/machine and equipment rotation to be used where customer demand and work mix allows to reduce number of contacts & cross contamination
Layout of Longfords changed (machines physically moved) to increase space inbetween machines
2 Person Machines (Longfords, packing machines & Vaccumatic / gift wrap boxing) - Temporary perspex dividers used mid way along machine to keep people separate; Working practises reviewed at delivery end of Longfords

		<p>SBL's - Floor markings in place to divide shared platform into 2 discrete areas</p> <p>30 minute gap in between am & pm shifts @ both Hub54 & Kiln Street sites to eliminate congregations of people at shift change over, to minimise number of people on site at any one time and to reduce number of contacts & cross contamination</p>	
Workstations, IT equipment, phones, equipment, machines, company van	Potential risk or transfer of virus through cross contamination	<p>Touch points on machines and working surfaces cleaned at shift start up by employees</p> <p>Clocking in machines are non contact key fob based</p> <p>Cleaning equipment positioned on each machine / in each working area containing antibacterial wipes and hand sanitizer</p> <p>Shared equipment must be cleaned by employees before use (trolleys, trays & pallet trucks)</p> <p>Company Van - Use to be minimised to one common driver only; if a second driver is required all touch points must be cleaned before use</p> <p>Fork Lift Trucks - Use to be minimised to one common driver only; if a second driver is required all touch points must be cleaned before use</p> <p>Shop Floor Data Collection - Manual time sheets used instead of shared computer terminals</p> <p>Non essential internal doors left open (except fire exits)</p>	
Personal hygiene	Poor personal hygiene standards pose a risk of passing on or contacting COVID 19 through cross contamination	<p>The importance of good personal hygiene has been explained to all staff</p> <p>Staff instructed to clean their hands regularly and more frequently than previous using hand sanitizer or soap and water for 20 seconds</p> <p>All employees instructed to clean hands on entry to and exit from site - Hand sanitizer stations positioned in employee entrances</p> <p>Handwashing advise posters displayed</p> <p>Hygiene products (soap, hand sanitizer & paper towels) available at all sinks, on each machine / in each working area and in canteens</p>	<p>Review signage & posters TL</p>

		<p>Cleaning equipment positioned on each machine / in each working area containing antibacterial wipes and hand sanitizer</p> <p>Weekly audit of hygiene equipment implemented; equipment to be topped up as necessary</p>	
Communal facilities, site access, entrances, toilets	Potential risk or transfer of virus through cross contamination and close contact with other persons	<p>Additional site cleaning routines from external cleaner focusing on communal areas and touchpoints; external cleaner on site at Loxleys twice per day and Hub54 3 x per week</p> <p>Hygiene products (soap, hand sanitizer & paper towels) available at all sinks, on each machine / in each working area and in canteens</p> <p>Handwashing advise poster displayed</p> <p>Social distancing rules to be adhered to at all times</p> <p>Essential visitors only allowed on site (engineers & delivery drivers needing to use toilet and/or hand washing facilities etc); all visitors to be health screened before site entry is authorised</p> <p>Delivery drivers not allowed to enter building whilst making deliveries (unless they need to use toilet and/or hand washing facilities - health screen before authorising site entry)</p> <p>Gathering of people outside employee entrances to be restricted</p> <p>Employee entrances - 2 meter spacings marked on floor</p> <p>Clocking in machines - 2 meter spacings marked on floor</p> <p>Clocking in machines are non contact key fob based</p> <p>Canteen Areas - Tables spread out and chairs removed in line with maximum occupancy rules</p> <p>Staggered breaks</p> <p>All employees instructed to clean hands on entry to and exit from site - Hand sanitizer stations positioned in employee entrances</p> <p>Cleaning equipment positioned on each machine / in each working area containing antibacterial wipes and hand sanitizer</p> <p>Maximum occupancy rules in place</p>	<p>Additional site entrance & exit point required prior to increasing number of office based staff on site (main reception to be opened up)</p> <p>TL</p>

		<p>30 minute gap in between am & pm shifts @ both Hub54 & Kiln Street sites to eliminate congregations of people at shift change over, to minimise number of people on site at any one time and to reduce number of contacts & cross contamination</p> <p>Gents Urinals - Perspex divider used mid way along urinal to keep people separate</p>	
Canteens - Food and drink preparation areas	Potential risk or transfer of virus through cross contamination and close contact with other persons	<p>Staff instructed to ensure good hygiene standards must be maintained</p> <p>Wash hands thoroughly before using these facilities - Handwashing advise poster displayed</p> <p>Thoroughly wash all equipment before each use</p> <p>Social distancing rules to be adhered to at all times</p> <p>Hygiene products (soap, hand sanitizer & paper towels) available in canteens</p> <p>Maximum occupancy rules in place</p> <p>Canteen Areas - Tables spread out and chairs removed in line with maximum occupancy rules; perspex screens used in middle of tables to keep people separate</p> <p>Staggered breaks</p> <p>Encourage use of outside areas for breaks</p> <p>Cleaning equipment positioned in all canteen areas including antibacterial wipes and hand sanitizer</p> <p>No food to be brought on site for general consumption buffet style; only food for personal consumption to be brought on site</p>	<p>Additional canteen area may be required to enable maximum occupancy rules as more people return to site TL/GM</p>
Changing areas	Potential risk or transfer of virus through cross contamination and close contact with other persons	<p>Maximum occupancy rules in place</p> <p>Employees encouraged to arrive at work already dressed in their work ware</p>	
Office areas	Potential risk or transfer of virus through cross contamination and close contact with other persons	Homeworking - All employees who can work from home are to work from home; Homeworking is the preferred method of working wherever possible	Risk Assess all office areas and impliment necessary actions prior to increasing number of office based staff on site TL/PB

		Office occupancy currently restricted to one person per office	Additional site entrance & exit point required prior to increasing number of office based staff on site (main reception to be opened up) TL
		Hot desking must not be used - Those employees working from site in an office environment must have their own personal working area / office	
		Shared IT equipment & phones - Those employees working from site in an office environment must have their own personal IT equipment & phone	
Meeting rooms	Potential risk or transfer of virus through cross contamination and close contact with other persons	Internal face to face meetings must be minimised	
		Social distancing rules to be adhered to if a face to face meeting takes place	
		No business travel allowed - Online meetings and telephone conference calls been used as alternatives to external meetings	
		Essential visitors only allowed on site (engineers & delivery drivers needing to use toilet and/or hand washing facilities etc); all visitors to be health screened before site entry is authorised	
		No shaking of hands	
Cleaning & hygiene	Inadequate cleaning poses a potential risk of transfer of virus through cross contamination	Additional site cleaning routines from external cleaner focusing on communal areas and touchpoints; external cleaner on site at Loxleys twice per day and Hub54 3 x per week	
		Cleaning equipment positioned on each machine / in each working area containing antibacterial wipes and hand sanitizer	
		Weekly audit of cleaning equipment implemented; equipment to be topped up as necessary	
Vulnerable employees (as classified by Government)	Such employees are at a higher risk of contracting COVID 19; COVID 19 may have an increased impact on their health	Highly vulnerable employees shielding for 12 weeks - Such employees are not allowed on site; they are either working from home or are Furloughed	

		Management have established which employees are vulnerable (moderate risk) and which employees are living with vulnerable people within their household to enable support to be given in the form of homeworking and Furlough wherever possible	
Lack of employee awareness of Government guidance and COVID 19 risks	Potential risk or transfer of virus through cross contamination and close contact with other persons	Site safety measures circulated to all employees	
		Tool Box Talks held for all employees	
		Risk Assessment circulated to all employees	
		Site safety measures & Risk Assessment displayed on notice boards on site	
		Relevant posters displayed around site	Review signage & posters TL
		Enforcement of measures by management team	
		Management team communicating key government public health messages to all employees	
Use of public transport to travel to work	Employees using public transport are at a higher risk of contacting virus through cross contamination and close contact with other persons	Return to work - All employees returning to work following a period of homeworking or Furlough are inducted on site safety measures via a Tool Box Talk by their manager	
		Government guidelines around symptoms & self isolation rules communicated to all employees and reinforced via posters displayed around site	Review signage & posters TL
Use of public transport to travel to work	Employees using public transport are at a higher risk of contacting virus through cross contamination and close contact with other persons	Such employees have been identified and wherever possible are either working from home or are Furloughed	
		Social distancing rules to be adhered to at all times on public transport - 2 meter gap between individuals to be maintained at all times	
		Flexible working hours / shifts in place to ensure employees do not have to travel as peak times	
		Management team communication of key government public health messages around use of public transport - wear face coverings, maintain social distancing, do not travel at peak times	To do TL

Employees with COVID 19 illness or displaying symptoms	Increased risk or transfer of virus through cross contamination and close contact with other persons	<p>Government guidelines around symptoms & self isolation rules communicated to all employees and reinforced via posters displayed around site</p> <p>Government self isolation rules (7 days if displaying symptoms & 14 days if someone in household is displaying symptoms) enforced by management</p> <p>Government self isolation rules supported by temporary amendments to company sick pay scheme and/or homeworking if possible</p> <p>Daily non contact body temperature checking in place for all employees - Any employee found to have a temperature consistently above 38 degrees is immediately asked to leave site and self isolate for 7 days</p>	Review signage & posters TL
Lack of Management Team awareness of Government guidance and COVID 19 risks	Potential risk or transfer of virus	<p>Senior management monitoring situation on a daily basis via daily government briefings, news reports, government website and BPIF website</p> <p>Management team briefed by senior management on any new guidance and implications</p> <p>Employees briefed by Management team on any new guidance and implications</p> <p>Company policies and site procedures amended by Management team in line with any new guidance</p> <p>Site signage</p> <p>COVID19 Risk Assessment carried out and site safety measures implemented</p> <p>COVID19 Risk Assessment circulated to all employees</p> <p>Site safety measures & Risk Assessment displayed on notice boards on site</p> <p>COVID19 Risk Assessment published on Loxleys website</p> <p>Government COVID19 compliance notice displayed on notice boards and published on Loxley website</p>	Review signage & posters TL