

Fibre-Tech Industries (UK) Limited COVID-19 Risk Assessment

Assessment Date:	18/05/2020	Location:	Unit 12 & 13 Melbourn SG8 6DN
Review Date:	01/12/2020	Department:	All
Completed By:	W. Jones	Reference No:	CV001

Scenario:		Avoiding spread of the virus within company premises			
Who is at risk:		Company Employees, other persons within company Premises			
What is the key government advice:	Current Controls:	Initial Risk Level:	New Controls Required / Initiated:	New Risk Level:	Action Taken:
Only employees necessary or essential to the operation of the business should come to work	Nothing	HIGH	Ensure any employee who are considered high risk or moderate risk are not requested to return to work – over 70's and anyone who has been advised to self-isolate by NHS due to medical conditions	LOW	Review undertaken
			Introduce work from home where possible for office staff	MED	Review undertaken and implemented
			Ensure employees have the facilities to work from home if required – Use external IT support Company (3GI)	MED	Implemented

			If office staff cannot work from home limit number of staff within the office areas. Review part-time working or a rota system for office staff to reduce office traffic.	MED	Review undertaken & implemented
Maintain 2m social distancing where possible	Nothing	HIGH	Relocate work benches to provide 2m spacing where possible	MED	Implemented where possible
			Introduce staggered breaktimes to reduce traffic flow in canteen area	MED	Implemented
			Limit number of employees permitted in canteen area at any one time.	MED	Implemented
			Display notices regarding 2m social distancing	MED	Implemented
			Introduce 2m spacing at clocking in and our points	MED	Implemented
			As it may not be possible to maintain 2m distancing within the factory at all times due to gangway size, introduce mandatory wearing of facemasks within factory	MED	Implemented

		Display notices regarding the wearing of face masks	MED	Implemented
		Provide safe disposal (Bin) of face masks when leaving the facility	MED	Implemented
		Advise all employees to maintain social distancing during breaktimes – Sit in own car or away from other workers.	MED	Implemented
		Introduce a ban on all visitors to the site.	MED	Implemented
		Display notices regarding the ban on all visitors. Communicate to employees the actions to be taken if they see a visitor in the facility or office	MED	Implemented
		Deliveries are only to be made to the stores with no delivery drivers permitted within the building	MED	Implemented & notice displayed
		As we operated a small delivery service to protect delivery driver introduce the wearing of face mask and gloves when making delivery contact	MED	Implemented

Avoid the use of communal equipment and tools where possible.	Nothing	HIGH	As it may not be possible to Eliminate the use of communal equipment, introduce mandatory use of disposable gloves when communal equipment is used.	MED	Implemented
			Display notices regarding removing and disposal of gloves after use and washing / sanitising of hands	MED	Implemented
Wash hands with soap and water often – For at least 20 seconds	Washroom facilities available and fully stocked with soap	HIGH	Perform regular checks to ensure that stocks remain available.	MED	Implemented C. Weatherall or W. Jones
			Display information signs to inform Employees to report when stocks are low.	MED	Implemented
			Display reminder signs for Employees to wash their hand.	MED	Implemented
			Ensure stock sufficient stocks are available from suppliers.	MED	Implemented
			Provide hand sanitiser at all entry points and clocking in points.	MED	Implemented

			Display notices regarding using hand sanitiser on entry and leaving building and before and after using electronic clocking in device.	MED	Implemented
Always wash your hands when you get home or into work	Nothing	HIGH	Display reminder signs for Employees to wash their hands	MED	Implemented
Use hand sanitiser gel if soap and water are not available	Nothing	HIGH	Provide hand sanitizer gel in washrooms & key locations within facility	MED	Implemented
Provide non-reusable hand drying facilities	Electrical dryers available in some areas	MED	In areas where electrical hand dryers are not available provide paper towels	LOW	Implemented
Enhanced cleaning for busy areas	Current cleaning daily areas	HIGH	Increase cleaning withing canteen areas and toilets	MED	Implemented C. Weatherall or W. Jones
			Introduce regular clearing (disinfectant) for Door Handles, Push Plates and taps in factory and office	MED	Implemented C. Weatherall or W. Jones
Avoid close contact with people who have symptoms of coronavirus	Nothing	HIGH	Introduce individual temperature checks for all employees before they start shift. This should be carried out after they clock in and before they start the shift.	MED	Implemented

			<p>Communicate to all employees that temperature checks must be carried out before they commence work.</p> <p>Communicate to employees the actions required / to be taken if they exhibit a high temperature</p> <p>Display notices regarding temperature checks</p> <p>Display notices at all entry and clocking points regarding the action required if you have been in contact with someone who has Coronavirus and the symptoms of Coronavirus</p>	<p>MED</p> <p>MED</p> <p>MED</p> <p>MED</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
Use hand sanitiser gel if soap and water are not available	Nothing	HIGH	Provide hand sanitizer gel in washrooms & key locations within facility	MED	Implemented
Avoid unnecessary work-related travel	Nothing	HIGH	Introduce a complete ban on all visits to customer or supplier premises.	MED	Implemented
Communicate to the workforce	Nothing	MED	<p>Issue individual notice to all staff on the new rules and procedures to be adopted.</p> <p>Post a copy of the Covid-19 procedures on all Company Notice Boards.</p>	<p>LOW</p> <p>LOW</p>	<p>Implemented</p> <p>Implemented</p>

			Ensure that management communicate regularly to staff on furlough to advise of potential return to work and enquire regarding personal wellbeing.	MED	Implemented
Avoid face-to-face management meetings where possible	Nothing	HIGH	Eliminate all non-essential face -to-face meetings, encourage telephone communications. If face-to-face meetings must take place, ensure numbers attending are kept to a minimum and meeting space is sufficient to maintain social distancing.	LOW MED	Implemented Implemented