

<i>This assessment can be amended to deal with any additional or alternative situation that may apply to a site.</i>			Risk Assess No. RA.PP.009		
Description of Task / Activity: BUSINESS START-UP DURING COVID-19					
This risk assessment covers the considerations and control measures needed for business start-up during the Covid-19 period. This is concentrating on the measures required to minimise the risk to employees. As the pandemic continues, this assessment will be amended to align with the Government requirements.					
Work Location	All Areas		Employees at Risk:		All workforce
Assessor:	N Warminger CMIOSH	Dated: 06.05.2020	Other Persons at Risk:		Visitors / Contractors
Reviewed / Approved by:	J Nollett / L Wilkins / M Armstrong	Dated: 06.05.2020	Key Responsible Persons: <small>(state persons position rather than name, if not using the responsible manager)</small>		<small>(delete as appropriate)</small> Team Leader / Manager

(1) Activity	(2) Hazard	(3) Persons at Risk	(4) Existing Measures Taken to Control Risks from the Hazards	Risk Rating		(7) Risk A/M/U	(8) Actions Required to allow the job to Start/Continue	(9) Remaining Risk	(10) Further Actions to Reduce Risk	(11) Completed
				(5) Sev S/M/L	(6) Prob S/M/L					
Business Requirements	Increased risk of infection from asymptomatic and symptomatic individuals attending site.	A	<ul style="list-style-type: none"> Temperatures may be taken of all individuals on arrival to monitor and help eliminate the possible risk of cross-infection. Those with a higher temperature will be referred to the Management Team for further discussions/control measures. Clocking In locations are key fob only, therefore there is no requirement for individuals to touch the clock equipment. Clocking In locations will have 2m distances marked on the floor. During the initial phase, it is expected to run every other press where possible to enable increased distancing of individuals. Where this is not possible, measurements have been taken on every press enabling suitable control measures to be introduced. 	S	S	A				

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Pre-Start Up Checks	Failure of equipment Failure of forklift whilst in operation	E	<ul style="list-style-type: none"> All plant/forklift operations will have an inspection carried out which will be documented. Any maintenance requirements will be undertaken pre-startup. All presses will be started up and an inspection carried out pre-startup. Any maintenance required will be undertaken pre-startup to eliminate possible failures during operations. 	S	S	A				
Communication	Individuals unaware of business control measures. Individuals unaware of their own responsibilities.	A	<ul style="list-style-type: none"> There will be a briefing at the start of shift on the first day of startup to all employees, visitors or contractors, covering control measures introduced by business; responsibilities of individuals to the business. This risk assessment, safe operating procedure and medical questionnaire will be emailed to all employees, prior to returning to work. Medical questionnaire to be completed and returned before returning to work. COVID 19 staff handbook will be introduced. Notices displayed in prominent places identifying control requirements. Staggered breaks of maximum of 14 persons at any one time. 	S	S	A				

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Offices / Office Staff	Cross Contamination through shared workspaces.	A	<ul style="list-style-type: none"> Office Staff will be able to work from home where possible and visit the office as and when required by the business. All staff will be using individual offices to minimise risk of cross-contamination. Designated work equipment provided per individual. Due to the size of the meeting room to maintain social distancing, meetings will be held by virtual media means. All office doors will remain open, minimising contamination on door handles. Congregation of individuals must be kept to a minimum and keeping 2m distances as far as reasonably practicable. When working on the shop floor, ensure a 2m distance is maintained from others. 	S	S	A				
Press Operations suitable for 1 operator	Low risk to individuals Safe working distances	A	<ul style="list-style-type: none"> Press Numbers: <ul style="list-style-type: none"> 13; 23; 25; 26; 34; 35; 58; 80; 89; 90 All working distances have been measured to ensure compliance with social distancing. 	S	S	A				
Press Operations suitable for 2 operators	Low risk to individuals Reduction in safe working distances	A	<ul style="list-style-type: none"> Press Numbers: <ul style="list-style-type: none"> 27; 33; 36; 58; 60; 70; 72; 73; 74; 75; 80; 81; 82; 83; 84; 85; 86; 87; 88. All working distances have been measured to ensure compliance with social distancing. 	M	S	A				

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Press Operations / Workforce	<p>Working on different presses increasing the risk of cross-contamination.</p> <p>Working opposite each other, increasing the risk of cough droplets affecting others.</p> <p>Increased risk if working within 2m of each other.</p>	A	<ul style="list-style-type: none"> • During the initial phase, it is expected to run every other press where possible to enable increased distancing of individuals. Where this is not possible, measurements have been taken on every press enabling suitable control measures to be introduced. • Individuals must manage and maintain a 2m distance from others. • All presses have been measured to ensure the 2m distance can be maintained during operations. • Individuals will always work from a designated press and remain on that press. • Where the press bed does not allow a 2m distance and requires 2 individuals, consideration that partners / cohabiting individuals are stationed together on the one press. • Smaller presses, as identified in the Safe Operating Procedure for Covid-19, will operate with 1 operator only. • Those living in the same household may work together, eliminating the need for them to social distance. 	M	S	A				
Rework Areas	Proximity of others	E	<ul style="list-style-type: none"> • Individuals workstations to be placed at each end of the work area, eliminating proximity working. • Individuals working in this area must manage and maintain others from entering, congregating in these work areas. 	S	S	A				

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Loading Bay	Congregation of employees on walking routes to and from welfare Interaction with plant	E	<ul style="list-style-type: none"> Temporary pedestrian one-way system to be introduced, enabling 2m distancing. All forklifts operators and pedestrians to comply as per risk assessment PP.001 – ‘Operatives must acknowledge plant operative to advise it is safe for a forklift to enter work area’ Use of ‘thumbs up system’ safe passing of pedestrians and plant. 	S	S	A				
Setters	Close working when two persons required	E	<ul style="list-style-type: none"> Setters to manage their own working distances, ensuring a minimum 2m distance, as far as reasonably practicable. Setters canteen area to be cleaned and maintain 2m distance during breaks. 	S	S	A				
Forklift Operators	Sharing of plant.		<ul style="list-style-type: none"> Forklift operators to undertake a full inspection of their plant prior to starting shift. Comply with RA.PP.001 – risk assessment for forklift operations. Ensure ‘thumbs up’ system is followed in all areas when working near or passing pedestrians. Horn to be used when approaching press operations to advise individuals of your location. Designated one operator per forklift. Cleaning of forklift contact points at the end of each shift. 	S	S	A				

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Cleaning Regime	Contamination on door handles, taps, soap dispensers, kitchen areas, tables, crockery and cutlery. Toilets, flushes, Individuals not washing hands-on entry or exit Social distancing guidelines could be compromised		<ul style="list-style-type: none"> • Reallocation of tasks will allow cleaners to concentrate more frequently on: <ul style="list-style-type: none"> ○ door handles, welfare facilities particularly tap fittings, doors, flush, toilets, setters/main canteen areas, clocking in locations. • Office Staff will clean their own workstations and desk areas, to allow extra time for the cleaners to concentrate on other requirements. 	S	S	A				
Welfare facilities – toilets	Contamination on door handles, taps, flush systems, toilets, soap dispensers Individuals not washing hands-on entry or exit		<ul style="list-style-type: none"> • Automatic hand soap dispensers will be fitted to all toilets and kitchen areas, eliminating the need to touch the dispenser. • All main entrance doors will be left open, eliminating the increased risk of cross-contamination and need to touch door handles. Where this is not possible, the cleaner will increase the cleaning of all door handles, taps, flushes, toilet doors. • (Toilet doors will remain closed). • Individuals must maintain the cleaning regime of soap and water for a minimum of 20 seconds. • Wash hands-on entry to toilets and exit, lowering the risk of infection whilst using facilities. 	M	M	U	Towels must be removed from welfare facilities, to avoid cross-contamination. Hand drying facilities to be used in offices.	A		

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Welfare facilities – canteens	<p>Contamination on door handles, taps, soap dispensers, kitchen areas, tables, crockery and cutlery</p> <p>Individuals not washing hands-on entry or exit</p> <p>Social distancing guidelines could be compromised</p>		<ul style="list-style-type: none"> Automatic hand dryers are available for use, avoiding the need to touch the equipment. Individuals must always maintain a 2m distance, in the canteen and when walking to/from work location to the canteen. Tape to be displayed on the floor to identify 2m distancing rule at kitchen locations, all persons to abide by these markings. Notices will be displayed on all tables identifying correct seating positions, ensuring a 2m distance is always kept. <ul style="list-style-type: none"> Large tables will allow 2 persons per table, one each side each end. Round tables will allow 1 person per table Shorter tables will be placed on diagonal allow for 2 persons each end. Employees MUST NOT sit within 2m distance on another individual, unless cohabiting with the same individual. Breaks will be staggered to allow a maximum of 14 persons in the canteen at any one time. Canteens (setters and main) will be cleaned thoroughly between staggered breaks. Employees to wash up and clear away their own crockery, cutlery etc. 	M	S	A				

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(3) Persons at Risk
 E = Employees
 YP = Young Persons
 C = Contractors
 P = Public
 V = Visitors
 A = All

(5) & (6) Resulting Hazard Effect Sev = Severity Prob = Probability S = Small M = Medium L = Large

	Severity	Small effect (slightly harmful)	Medium effect (harmful)	Large effect (extremely harmful)
Probability				
Small probability (very unlikely)		Acceptable risk	Acceptable Risk	More analysis required
Medium probability (unlikely)		Acceptable risk	More analysis required	Unacceptable risk
Large probability (Likely)		More analysis required	Unacceptable risk	Unacceptable risk

(7) Risk Rating (After Considering Current Control Measures)
 A = Acceptable risk
 M = More analysis required
 U = Unacceptable risk

If U or M is entered in (7), complete (8) and (9)
 If U or M is entered in (9), complete (10) and (11)

BRIEFED TO:

NAME / SIGNATURE	DATE	NAME / SIGNATURE	DATE

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