

## **FORMRITE LIMITED - COVID 19 - RISK ASSESSMENT**

**STAY ALERT, SOCIAL DISTANCE, BE SENSIBLE, ST**

### **Identify Hazards**

### **Who is at Risk** **Evaluate the Risk and Decided on Procedures and new rules implemented**

#### **Employees**

#### ***Everyone***

Employees will have a meeting with a back to work interview explaining procedures, employees and employers responsibilities. We will discuss any concerns, any Vulnerable people you may be shielding and any special needs. Your Safety & Wellbeing is our main Priority at Formrite and we understand that the below measures will be difficult but we MUST all do our best to protect ourselves and others through this very difficult time.

Please do your Best to take all reasonable steps to abide by changes and procedures to protect everyone.

Disciplinary action can be taken if these rules are broken and not respected during these challenging times.

Form COR02 Return to work Interview will be completed.

Employees MUST do there best at all times to abide by the Governments Social Distancing Rules.

You have the right that if anyone is not abiding by the rules set out by The Government you must ask them to do so or tell Management immediately and they will deal with the situation straight away.

REMEMBER - AVOID Wherever possible Touching your Face.

MAKE SURE YOU CONTINUE WASHING YOUR HANDS CORRECTLY FOR 20 SECONDS

Where the Government Social Distancing Rule can not be applied, PPE Must be worn.

#### **NHS Test and Trace**

#### ***Everyone Visitors***

Form COR06 - NHS Test and Trace will record everyone's details who come into our building. It records the persons Name,Date,Arrival Time, Departure Time, Contact Number and who they have been in contact with.

<u>Identify Hazards</u>	<u>Who is at Risk</u>	<u>Evaluate the Risk and Decided on Procedures and new rules implemented</u>
<u>Working From Home</u>	<i>Everyone</i>	We have Evaluated the possibility of some employees working from home, unfortunately due to the fact that we manufacture, that requires specialist machinery and equipment we are unable to offer this opportunity to work from home for almost all of you.
<u>Split Shifts</u>	<i>Everyone</i>	We will monitor when more employees return to work if Split Shifts will be something that we need to do. This will be evaluated on the Welfare and Safety of all employees. At present it is not needed.
<u>Sinks Washing Hands</u>	<i>Everyone</i>	We have Introduced split Tea Breaks - 9.45 - 10.00 and 10.00 till 10.15 We have Introduced New Lunch Breaks - 12.30 - 1.00 and 1.00 - 1.30 and 1.30 - 2.00  This avoids to many people round the Sinks, queing for the Sink. At this present time with only a limited amount of staff in and the fact we have asked people to spread out to use all sinks for hand washing the change of Break times are not needed.
<u>Keypad</u>	<i>Everyone</i>	Washing hands on entry. We have a Portable Sanitising unit on the wall as soon as you Enter.
<u>Main Door Exit &amp; Entry</u>	<i>Everyone</i>	This Front Door Entry is ONLY for Employees Use. We have put a Sign on this front door which asks Visitors, Delivery Drivers, to Go to the Roller Door. (unit 4), We felt the small space was to close. We have Taped over the DoorBell so no-body should push it.
<u>Main Office</u>	<i>Gary, Pete Abbie</i>	The Main Office should NOT to be used as a walk through, cut through anymore. Please try your best not to go into the office. We have set up a one way system. If you wish to Talk to Pete, Gary or Abbie you must walk round, through the Factory to the Office door on the Factory Side. Knock on the Door, stand back and wait.  You are not to Enter the Office at any time unless instructed to by Gary, Pete, Abbie.

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**Who is at Risk**

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**Computers**

**Gary, Pete  
Abbie, James  
Alan,  
Computer on  
shop Floor  
Tony**

Computers are only to be used by there operators. They must not be used by anyone else. If however there is a rare situation where another employee has to use the computer, under discussion with Gary and Pete this must be cleaned Sanitised correctly prior to use and after use.

**Telephone in Offices**

**Gary, Pete  
Abbie**

Telephone in the Main Office are only to be used by the designated people.

Gary - Must only use his phone  
Pete - Must only use his phone  
Abbie - Must only use her phone

NO ONE SHOULD USE ANY OF THESE 3 TELEPHONES. UNLESS IN AN EMERGENCY SITUATION. If used in an emergency the phone must be Sanitised correctly after use.

**Inspection Room**

**Everyone  
who enters  
Room  
James**

The Inspection Room must not be used as a Walk Through unless it is empty and is more sensible to go that way.

If you need to Speak to James You must knock and wait for James to answer, STEP BACK. He will then talk to you at the correct social Distance. If he is unable to because of a Job then he will put PPE Facial Mask or Visor on and we will advise you to as well.

**Screen Printing Room**

**Alan  
Everyone  
who enters  
Room**

If you need to Speak to Alan You must knock and wait for Alan to answer, STEP BACK. He will then talk to you at the correct social Distance. If he is unable to because of a Job then he will put PPE Facial Mask or Visor on and we will advise you to as well.

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**Canteen**

***Everyone***

Tea & Coffee facilities together with all company cups, plates and utensils will no longer be available to use for the foreseeable future. Each Employee will be issued with a 1.5Ltr thermos Flask to be filled by themselves at home and brought into work each day and taken home each night.

Employees are asked to bring in their own, plates and cutlery if you will be using any, and take them home each night and bring fresh ones in.

Individual Bottled Water will be provided. ( No Squash)

The Microwave and Toaster will be available for your use. We ask if you use it please wipe it over after and it is advised you wipe it over before use. J-Cloths and Cleaning Spray will be available in the kitchens. This situation will be monitored and if any health issues arise they will be removed.

Please do not leave personal cups, plates, utensils and food after eating or drinking anywhere.  
Please put them away in your bag and take them home to wash thoroughly at night.

This has been a tough decision but we feel it is the right one and when and only when we feel it is safe to bring such equipment back we will.

**Telephone In Canteen**

***Everyone***

The Telephone in the Canteen has been Removed for now.

**RED STAIRS**

***Everyone***

With regards to the Red stairs - It was seen that these stairs are not such a hazard. We will monitor but common sense has to be used. Because they are very open and a visible check can be done making sure you do not cross anyone on these stairs.

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<u>Identify Hazards</u>	<u>Who is at Risk</u>	<u>Evaluate the Risk and Decided on Procedures and new rules implemented</u>
<u>Machines</u>	<i>Everyone</i>	One Person one machine where possible. Drop-off points if possible. Wearing of PPE Face masks if it is not possible to not work at a 2 metre distance - This should be very rare as Designated Areas per employee where it is possible. We have also made screens which can be used.
<u>Forklift</u>	<i>Pete Tony Gary</i>	Designated Forklift Driver where ever possible to sanitise the steering wheel, control knobs and door handles etc before and after use.
<u>Pump Truck</u>	<i>Everyone</i>	Before you use the Pump Truck you MUST put Gloves on, and or Sanitise.
<u>Van</u>	<i>Dawn, Pete Gary, Dave</i>	Sanitising the van before and after use. PPE for Deliveries and unloading procedures Please see notes (COR05) One Designated Driver where possible.
<u>Toilets</u>	<i>Everyone</i>	Regular Cleaning and login of sanitising of toilets. Designated Toilets for employees to minimise risks. You will be designated a toilet to use, Please do your best to only use your designated toilet where possible and sensibly.
<u>Cleaning/Sanitising</u>	<i>Everyone</i>	Cleaning and Sanitising procedure for COR03 Logging of Sanitisation COR04 Cleaning and Sanitising procedure is being carried out three times a day and recorded. This is the cleaning of all hand rails, door handles, sinks, work surfaces near sinks. Kitchen tops.
<u>Taking Deliveries Roller Door (unit 4)</u>	<i>Everyone Visitor Driver</i>	Be Very Careful When Taking Deliveries - DO NOT RUSH - THINK YOUR SAFETY FIRST. Open Roller Door with the Gates together Protecting you, this will stop anyone walking straight into your 2 metre space. Stand Back. Do not sign anything Ask the person to Leave on the floor. If you know what it is wearing Gloves put it on the Goods In Shelf. If you are not sure, leave it and speak to Pete or Gary.  If someone is collecting something, the same rules apply as above. Ask for there name, and put it on the paperwork. Take Gloves off safely, dispose of them correctly, then go and wash hands, Avoid Touching your face.

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**These Risk will be Reviewed on A Regular Basis and any Changes will be advised, we also welcome any comments, ideas that can improve the Safety of everyone.**

**Finally we have decided not to rate the risks posed by COVID 19 as we feel there is not enough information and knowledge available to access this accurately.**

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ISSUE 5

FORM COVID 02 16/07/20

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**