

# RISK ASSESSMENT



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WORK AREA	BROANMAIN PLASTICS FINISHING DEPARTMENT		ACTIVITY/ MACHINE	CORONA VIRUS THREAT WITHIN THE FINISHING AREA						
Description of hazard and hazardous event	Who might be harmed and how?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
			L	C	R			L	C	R
Joined workstations/ stations layout	All staff Transmission through surfaces and contact	None	2	3	6	Make sure department layout allows you to keep 2m distance from the others	22/06/2020	1	3	3
Shared work equipment/machinery	Staff Transmission through surface	Toolboxes with our own tools.	3	3	9	Make sure everyone has their own equipment. Wipe down all drill handles, buttons and inserting handle at least three times per day	22/06/2020	1	3	3
Sharing Computers-mouses, keyboards, calculators.	Staff Transmission through surfaces	Use of hand sanitizer before using the equipment. Everything gets cleaned twice a week.	3	3	9	Further disinfecting to be carried out. Clean at least three times per day.	22/06/2020	1	3	3

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Sharing toilets	All staff cleaner visitors Transmission through contact/surfaces	Cleaned weekly. Signs of handwashing in the toilets and around finishing area.	2	3	6	More cleaning needs to be carried out. A cleaning rota could be put in place.	22/06/2020	1	3	3
Sharing bins	Staff Cleaner Transmission through surfaces	None	2	3	6	Wear gloves when emptying/ touching the bins., use hand sanitizer or wash hands, clean the bin.	22/06/2020	1	3	3
Training	Trainee, trainer. Transmission through contact and surfaces	None	2	3	6	Wear the appropriate PPE (gloves, face shields) when training someone. Try and keep the distance if possible.	22/06/2020	1	3	3
Goods-in	Delivery Driver Goods-in person Transmission through contact, surface and air	Wearing gloves when handling parcels, staying 2 meters from the delivery driver, signs in place for drivers to leave parcels.	4	3	12	Hands should be sanitized and wearing a mask will be beneficial. Make sure everyone is aware that they should wear gloves when dealing with parcels from goods- in. Use your own pen if you must sign for something. Wash/ sanitize hands after touching delivery notes.	22/06/2020	1	3	3
Social distancing	All staff Visitors Cleaner Delivery drivers Transmission by air	Keeping 2m where possible. Change of breaks so there are less people in the canteen. Working in line in printing room discontinued.	2	3	6	Give way signs, floor marking, verbal reminders.	22/06/2020	1	3	3

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Sharing chairs	All staff Transmission through surfaces	none	2	3	6	Clean/ wipe down all chairs before and after using them.	22/06/2020	1	3	3
Sharing paperwork/pens	Staff Transmission by contact/ surface.	None	2	3	6	Wash hands/sanitize if touching someone else's paperwork. Everyone should have their own pen.	22/06/2020	1	3	3
Hygiene/ washing hands	Staff Transmission through contact	Soap and water facilities are in place Hand sanitizer are placed in shared areas Disposable paper towels for drying hands Signs are in place	3	3	9	Remind everyone to wash hands for min. 20 seconds. Use tissue to cover mouth when coughing and sneezing, dispose of used tissue and wash/sanitize hands straight after.	22/06/2020	1	3	3
Mental Health	All staff Pandemic can affect their mental health (anxiety, stress)	None	3	3	9	Line managers/ supervisors should be asking/ checking on people to see how they are. Give support if needed.	22/06/2020	2	3	6

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L	Likelihood	C	Consequence
1	Extremely Remote	1	Negligible
2	Possible	2	Minor
3	Likely	3	Significant
4	Probable	4	Major
5	Definite	5	Fatality

Assessor Name:	MONIKA SIAKALA / COURTNEY COOK
Date:	Date of Creation: 28/05/2020 Date of latest update: 03/07/2020 Date all actions complete: 03/07/2020
No:	31C

Further Control Measure Required	Target date	Additional comments	Person Responsible	Signature	Date Complete
01:					
02:					