

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

WORK AREA	BROANMAIN PLASTICS ADMIN DEPARTMENT		ACTIVITY/ MACHINE			CORONA VIRUS THREAT WITHIN THE OFFICE 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
Main Meeting Area Office	Any staff at a meeting Visitors Transmission by Air/surface	Social Distancing	2	3	6	Y: Better Markings for social distancing Less meetings – use of Teams Limit number of attendees at meeting	19/06/20	1	3	3
Small Meeting Room 2m x 2.25m	Anyone using the room over 1+ Transmission by Air/surface	Sitting at either side of room	4	3	12	Y: 1 person only Or to sit diagonally as this is 2m Use of a Perspex Screen Use of visors	19/06/20	1	3	3
Desk Layout	Office Staff Transmission by Air/surface	Moved PB & BB	2	3	6	Y: Restructure layout to allow 2M distance Signage / communication around each desk area Perspex Screens	09/06/20	1	3	3
First off Review	Quality Staff Staff member delivering 1 st Off Anyone else carrying out 1 st off Transmission by Air/surface	Drop off zone	3	3	9	Y: Sanitisation of Part and hands in and out & any measuring equipment used	19/06/20	1	3	3

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

Master Samples / Jigs & Gauges	All Staff – Transmission by Air/surface	None	2	3	6	Y: System created for request to be made to Quality Gloves / Handwashing before & After	19/06/20	1	3	3
Entrance Area / Visitors / Deliveries	Office Staff Visitors Delivery People Transmission by Air/surface	None	3	3	9	Y: Signage Barrier for when door open In-House Process Cleaning Hands / 2m Distance / Prep for any visits – Agreed guidelines	19/06/20	1	3	3
Sharing – Printers	Anyone using printers Transmission by Surface	None	4	3	12	Y: Think! – Do I need to print this Bulk print, save items to limit visits to printers Products in place to allow cleaning before touching of screen display	19/06/20	1	3	3
Sharing – Workstations (Inc Keyboards / Mouse / Telephones)	All Staff Transmission by contact	Using own equipment, cleaning before and after using someone else’s	2	3	6	Y: Do not share - we have our own desk areas and phones – check if anyone needs anything	19/06/20	1	3	3
Sharing – TV Remote	All staff Transmission by contact	Cleaning	2	3	6	Y: Enforce Cleaning / Wipe down	19/06/20	1	3	3
Sharing – Chairs	All Staff Visitors Transmission by contact	None	2	3	6	Y: Clean Chairs before & after use	19/06/20	1	3	3

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

Sharing – Paperwork	All Staff Transmission by contact	None	2	3	6	Y: Think – is there another way – email PDF; discuss options	19/06/20	1	3	3
Sharing – Files & Folders & Trays	All Staff Transmission by contact	None	2	3	6	Y: Move to 2M from staff – clean before use	19/06/20	1	3	3
Sharing – Toilet	All Staff Visitors Cleaner Transmission b contact	Cleaned Weekly Signage about Handwashing	2	3	6	Y: More regular cleaning Swap hand towel for blue roll Set up a rota	19/06/20	1	3	3
Sharing – Kitchen / Food / Drink	All Staff Cleaner Transmission by Contact	Daily wipe down logged Limit to 1 person in the kitchen No eating in kitchen – main office table – clean Signage about Handwashing	2	3	6	Y: Better and more controlled cleaning Better Signage of control measures Swap hand towels to blue roll	19/06/20	1	3	3
Sharing – Bins	All Staff Cleaner Transmission by Contact	None	2	3	6	Y: Signage – detailing not to touch Designated rota for emptying	19/06/20	1	3	3
Sharing - light switches	All staff Transmission by Contact	None	2	3	6	Y: Add into Daily Cleaning Rota	19/06/20	1	3	3
Sharing – Taps & Handles	All Staff Visitors Cleaner	Kitchen – Cleaned daily Office – Cleaned weekly Toilet – Cleaned weekly	2	3	6	Y: Increase cleaning add to rota	19/06/20	1	3	3

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

Staff (Coming into office)	Office Staff & All staff	Social Distancing	3	3	9	Better Social distancing signage / demarcation Communication One Way System	19/06/20	1	3	3
Sharing – Stationery	All staff Visitors – pens Transmission surface	Using own equipment	3	3	9	Y: Make sure have own equipment – DO NOT SHARE Cleaning Visitor Pens / Lanyards	19/06/20	1	3	3

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:	TINA BULL / PETER BRODRICK
Date:	Date of Creation: 27.05.20 Date of latest update: 03/07/2020 Date all actions complete: 03/07/2020
No:	31E

Further Control Measure Required	Target date	Additional comments	Person Responsible	Signature	Date Complete
Office Layout	05/06	Rearrange desks to allow clearer social distancing Move reception to front door to create holding area Move display cabinet and table to small meeting room – to use as a waiting room Move production meeting to finishing area	JD/TB		09/06/20

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

Paper Towels for Toilet & Kitchen	12/06	Sourcing paper towel holders	AA/TB		19/06/20
Visitor Guidelines	23/06/2020	Visitors guidelines drawn up, approved by the SMT and filed in S:\Public File\HEALTH AND SAFETY\COVID-19	AA		23/06/20

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

RISK ASSESSMENT



S:\Public File\HEALTH AND SAFETY\Risk Assessments Forge Works\Risk Assessments\Risk Assessments open\RA0045-Risk Assessment For Corona Virus threat BY AREA - OFFICE-was 31E.docx

--	--	--	--	--	--