

# RISK ASSESSMENT



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| WORK AREA                                 | BROANMAIN PLASTICS SHARED AREAS   |  | ACTIVITY/<br>MACHINE |   |   | CORONA VIRUS THREAT WITHIN SHARED AREAS  |                         |                       |   |   |
|---|---|--|----------------------|---|---|--|-------------------------|-----------------------|---|---|
| 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 |
| Shared Canteen                            | All staff using the canteen,<br>Cleaner<br>Tuck Box Lady<br>Transmission through contact/surfaces | Cleaned weekly<br>Should be cleaned down daily to maintain the standard recorded in photos on notice board | 2                    | 3 | 6 | Table Screening<br>Stand for blue roll<br>Rotation of breaks by department<br>Improved cleaning rota including stair banister, switches, handles, chairs etc<br>Floor demarcation 2m | 22/06/2020              | 1                     | 3 | 3 |
| Shared Toilets                            | All staff<br>Cleaner<br>Visitors<br>transmission through contact/surfaces                         | Cleaned weekly.<br>Signs on handwashing in the toilet and around finishing area.                           | 2                    | 3 | 6 | More cleaning needs to be carried out.<br>A cleaning rota could be put in place.   | 22/06/2020              | 1                     | 3 | 3 |
| Yard                                      | All staff,<br>Visitors,<br>Contractors,<br>Delivery Drivers,<br>Air transmission or contact       | Social distancing,<br>Signage for deliveries,<br>Doorbell  | 2                    | 3 | 6 | Barrier at Goods-in<br>Move doorbell<br>Visitors guidelines<br>Signage at entrance<br>More staff communication if you use something shared- clean it eg Baler, Bins, Gate etc        | 22/06/2020              | 1                     | 3 | 3 |

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|               |  |                   |   |   |   |  |            |   |   |   |
|---------------|--|-------------------|---|---|---|--|------------|---|---|---|
| Smoking Area  | All staff,<br>Visitors,<br>Contractors,<br>Air transmission or<br>contact                      | Social distancing | 2 | 3 | 6 | 2m demarcation,<br>3 people maximum<br>Possible inclusion of wall area /<br>shade  | 22/06/2020 | 1 | 3 | 3 |
| Fire Assembly | All staff,<br>Visitors,<br>Contractors,<br>Delivery Drivers,<br>Air transmission or<br>contact | None              | 2 | 3 | 6 | Revised plan to allow social<br>distancing in safe area (spread<br>around carpark<br>Possibly approach Red Chilli<br>about cross over          | 22/06/2020 | 1 | 3 | 3 |
| Walkways      | All Staff,<br>Visitors,<br>Contractors,<br>Cleaner,<br>Air transmission or<br>contact          | None              | 2 | 3 | 6 | One-way system<br>Give way system<br>Communicate<br>Social Distancing signage on floor   | 22/06/2020 | 1 | 3 | 3 |
| Broanmain Van | Anyone driving the<br>van,<br>Passenger<br>Air transmission or<br>contact                      | None              | 2 | 3 | 6 | Wipe down all controls and<br>steering wheel before use<br>Remember tag on keys or<br>dashboard<br>PPE for delivery, check with<br>destination | 22/06/2020 | 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: | ANDY ARMSTRONG / TINA BULL   |
| Date:          | Date of Creation: 29/05/2020<br>Date of latest update: 03/07/2020<br>Date all actions complete: 03/07/2020 |
| No:            | 31F  |

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| Further Control Measure Required  | Target date | Additional comments  | Person Responsible | Signature | Date Complete |
|---|-------------|--|--------------------|-----------|---------------|
| 01:<br><b>Canteen</b><br>Purchase stand for blue roll<br>Investigate table screening<br>Discuss & Implement cleaning rota<br>Discuss break rota<br>Discuss and agree on floor demarcation | 5/06/2020   | Layout looked at, agreed to add 1 small table and demark existing large table.<br>Demarcation in front of sink/prep area – 1 person at a time<br>Demarcation in front of the lockers | JD/TB              |           | 19/06/2020    |
| 02:<br><b>Toilets</b><br>Discuss & Implement cleaning rota  | 19/06/2020  | A full cleaning rota has been drawn up and implemented   | SMT & LM's         |           | 19/06/2020    |
| 03:-<br><b>Yard</b><br>Barrier chain at Goods-in<br>Move doorbell to outer upright<br>Visitors guidelines to be discussed<br>Signage at entrance to be discussed                          | 19/06/2020  | Barrier chain and signage in place, Doorbell moved and Visitors guideline drawn up.  | AA                 |           | 19/06/2020    |
| 04:<br><b>Smoking area</b><br>Decide on demarcation for 2m distancing   | 19/06/2020  | Demarcation all set out in the smoking area  | TB                 |           | 19/06/2020    |
| 05:<br><b>Fire Assembly</b><br>Discuss assembly spread out<br>Approach Red Chilli about cross over?   | 19/06/2020  | It was decided to keep the fire assembly on site and not approach Red Chilli, in the event of evacuation the car park to be used   | AA                 |           | 19/06/2020    |

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|  |            |  |    |  |            |
|--|------------|--|----|--|------------|
| 06:<br><b>Walkways</b><br>Decide on one way or give way system<br>Investigate floor signage (Tiles)                              | 19/06/2020 | A give way system was decided on and all walk ways have been clearly marked out with black and yellow chevron tape and social distancing tape at 2m measurements. Give way signs have been set up at all doorways and other appropriate places | AA |  | 26/06/2020 |
| 07:<br><b>Van</b><br>Purchase Antibacterial wipes for van<br>Dashboard reminder sign?<br>PPE for van deliveries (Masks / gloves) | 19/06/2020 | Signage and antibacterial gel placed in the van  | AA |  | 19/06/2020 |
| 08:  |            |  |    |  |            |