



VANNERS RISK ASSESSMENT FORM

PART 1

AREA: FACTORY

DATE: 04/05/2020

ASSESSOR'S NAME: DAVE SHEPPARD

POSITION: OPERATIONS MANAGER

WORK ACTIVITY

The factory is temporarily implementing a reduced Workforce on site, as part of the Coronavirus (COVID-19) contingency plan, following on from Risk Assessment VRA-100 (02/03/2020), and the comprehensive ongoing follow up of that risk assessment, where all actions regarding the fight against COVID-19 are recorded.

HAZARD, HAZARDOUS EVENT AND EXPECTED CONSEQUENCE

(in relation to the work activity)

- > **Coronavirus (COVID-19):** There are 2 main routes by which people can spread COVID-19:
 - infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
 - it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).
- > This could lead to mild symptoms, or more serious ones including Fever and a Cough, that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.
- > Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.
- > **Lone Workers:** Risks of working alone include Accidents = Hazardous Materials/Slips & Trips/Working at height/Lifting Heavy Weights, any of which could lead to serious injuries.
- > **Long Hours:** Can lead to tiredness and therefore accidents, as above.
- > **Illness:** Can lead to tiredness and therefore accidents, as above.

PEOPLE AFFECTED

(in relation to the work activity)

Everyone currently working on site at Vanners, and those returning to work in the coming weeks.

ASSESSMENT OF RISK

(in relation to the work activity) - (see 5x5 matrix)

LIKELIHOOD LEVEL	X	CONSEQUENCE LEVEL	=	RISK LEVEL
3		5		15

ARE RISK CONTROLS REQUIRED?



(See Part 2)

ASSESSOR'S SIGNATURE:

VRA-102



VANNERS RISK (assessment) CONTROL FORM

PART 2

AREA: FACTORY

DATE: 04/05/2020

ASSESSOR'S NAME: DAVE SHEPPARD

POSITION: OPERATIONS MANAGER

WORK ACTIVITY AND RISK LEVEL

(from risk assessment form part 1)

The factory is temporarily implementing a reduced Workforce on site, as part of the Coronavirus (COVID-19) contingency plan, following on from Risk Assessment VRA-100 (02/03/2020), and the comprehensive ongoing follow up of that risk assessment, where all actions regarding the fight against COVID-19 are recorded.

RISK LEVEL

15

EXISTING RISK CONTROLS

(in relation to the work activity)

Since the outbreak of COVID-19 in the UK, Vanners have followed Uk Government guidance on measures required to safeguard the Health and Safety of employees. These are outlined in Risk Assessment VRA-100 (02/03/2020), and the comprehensive ongoing follow up of that risk assessment, where all actions regarding the fight against COVID-19 are recorded.

Below is a brief synopsis of the actions taken within the factory:

1. All Employees have temperature taken at start of day to ensure below 37.8
 2. Social Distancing being enforced and adhered to, including a change to shift patterns and working practices, and avoiding cross contamination of departments
 3. Hand Sanitizer available in all areas, and hand washing techniques explained to all (signage)
 4. Cleaning increased throughout the factory
 5. High Risk touch points such as food/drink machines and clock machine use suspended
 6. Disposable gloves available to all staff
 7. Employees working from home whenever possible
 8. Government Job Retention scheme (Furloughing) implemented (less employees on site helps to support social distancing).
- > Fire Alarm & Chemical Spill Alarm System in place.
- > Safety Data Sheets/COSHH information available in areas where chemicals are stored or used.
- > All staff have been trained in Manual Handling Techniques.

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PART 2 CONTINUED

FURTHER RISK CONTROLS REQUIRED
(in relation to the work activity)

- > Regular site walks/checks on all staff must take place by a designated member of staff (Dave Sheppard), and checks by the current Manager/Supervisor of each working department. With extra attention being paid to those working alone for long periods of time.
- > All Employees continue to have temperature taken at start of day to ensure below 37.8.
- > At Start and End of working day, there must always be more than one person Unlocking and Locking Up.
- > Face Masks must be made available to all staff.
- > All staff must continue to adhere to the 2 metre social distancing rule.
- > There must always be a First Aider on site during working hours.
- > There must always be a Qualified Forklift Driver on site during working hours (if not the forklift cannot be used).
- > All staff to be aware that under no circumstances should they work at Height, or Lift heavy Weights whilst alone, and they must always ask for help when carrying out these tasks.
- > Any staff member returning to work following illness, self-isolation or a period of working from home, should have a Return To Work Meeting on their first day back.
- > All staff must read this Risk Assessment, and sign to say they understand and agree with the content.
- > All staff must report any COVID-19 symptoms for themselves or members of their household to their Line Manager/Supervisor immediately.

<u>RESIDUAL RISK</u> <u>(in relation to the work activity) - (see 5x5 matrix)</u>		
PROBABLE LIKELIHOOD	X POTENTIAL CONSEQUENCE	= NEW RISK LEVEL
2	5	10

DESCRIPTION OF MONITORING REQUIRED
(in relation to the residual risk)

As Furloughed staff begin to return to work, the following workplace measures should be investigated, considered, and implemented where necessary:

1. A one way system introduced to help reduce the risk of contact between staff (floor markings).
2. A shift pattern introduced to help reduce the risk of contact between staff.
3. Floor Markings where necessary, to help implement the 2 metre rule.
4. Staff/work stations facing away from each other whenever possible.
5. The mandatory wearing of face masks at all times.
6. Reinforce Cleaning Processes.

NEW RISK CONTROLS HAVE NOW BEEN IMPLEMENTED

NAME: LAURA GORE	SIGNATURE: 	DATE: 13/05/20
NAME: DAVE SHEPPARD	SIGNATURE: 	DATE: 13/05/2020

SIGN-OFF SHEET FOR RISK ASSESSMENT VRA-102.

The factory is temporarily implementing a reduced Workforce on site, as part of the Coronavirus (COVID-19) contingency plan, following on from Risk Assessment VRA-100 (02/03/2020), and the comprehensive ongoing follow up of that risk assessment, where all actions regarding the fight against COVID-19 are recorded.

Please sign below to say you have read, understand and agree with the attached Risk Assessment.

NAME	SIGNATURE	DATE
DAVE SHEPPARD		13/05/2020
NATALIE GOLDING		01/06/2020
LAURA GORE		28/5/20
DARREN UNDERWOOD		01/06/20
CAROLINE HUMPHREYS		19/05/2020
SAM HUMPHREYS		27/05/2020
SUE LOE		1/06/2020
CIARAN ROCHE		1/6/2020
LEE REEVE		1/6/20
JUSTIN DUDDEN		28/05/20
MATTHEW RUSSELL		01/06/20
JAY ORME		28/05/20
MOYRA ORME		28/05/20
SUSANNA PORTER		28/5/20
CAROLINE WRIGHT		28/5/20
KAREN HADDON		28/5/20
Merryn Kaye		28.05.20
Linda Tyler		28/05/20
Jackie Paxton		28/05/20
Debbie Jordan		28.5.20
Sarah Denby		28.05.20
Ross Taylor		01-06-20
JANICE MARTIN		1-6-20
Marie Seabrook		1-6-20
Lee Reeve		1/6/20