

Wire Belt Company Ltd
Coronavirus / Covid-19 Risk Assessment - 12th May 2020
Reviewed 31st July 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p>Spread of Coronavirus / Covid-19</p>	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Drivers • Cleaners • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Symptoms of Covid-19</u></p> <p>If any member of staff or a member of their household becomes unwell with a new continuous cough or a high temperature, they are advised to follow the government's 'Stay at Home' guidance. They must not attend work and should notify their Manager / Team Leader as soon as practicable.</p> <p>If anyone becomes unwell while in the workplace, they will be sent home immediately and will be advised to follow the stay at home guidance.</p> <p>Staff wishing to return to work after a period of self-isolation will only be allowed to do so if they are free of symptoms or if they have had confirmation of a negative Coronavirus Test.</p>	<p>A Coronavirus task force has been created within Wire Belt to continually monitor this fast-changing situation. The Coronavirus task force will:</p> <ul style="list-style-type: none"> • Monitor all Covid-19 related developments both internal and external. • Respond appropriately to all government advice. • Manage all Covid-19 related absence and reporting. • Ensure that all available information is communicated internally through Managers, Team Leaders and Company notice boards. Communication will be carried out regularly to reassure and support employees in a fast-changing situation. • Will ensure that regular contact with staff members is maintained during any periods of illness or self-isolation. • Will offer support to staff who are affected by Coronavirus or has a family member affected.

		<p><u>Visitors / Contractors</u></p> <p>No visitors or contractors will be allowed to enter the building without prior authorisation by a member of the Wire Belt Management Team.</p>	<ul style="list-style-type: none"> • The risks presented by Covid-19 will be communicated with all visitors or contractors prior to entering the Wire Belt premises. • Visitors or contractors will be required to follow strict social distancing guidelines at all times.
		<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Stringent hand washing / sanitisation is promoted and is taking place. • Hand washing facilities with soap and water in place throughout the company. • Sanitisation Gel facilities in place throughout the company and positioned at all key points of entry / exit. • Hand washing and hand sanitisation guidance posters displayed throughout the company. • Drying of hands with hygienic Dyson hand dryers or disposable paper towel. • Staff encouraged to protect their skin by applying emollient cream regularly. • Gel sanitisers positioned in any area where washing facilities not readily available. 	<ul style="list-style-type: none"> • Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with Dyson hand dryers or disposable paper towels. • Staff reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Staff reminded that barrier cream is available. • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <ul style="list-style-type: none"> • Posters, leaflets and other materials are available for display. <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<ul style="list-style-type: none"> • Rigorous checks will be carried out by Managers and Team Leaders to ensure that the necessary cleaning procedures are being followed. • Staff will be actively encouraged to support and assist with the cleaning of the company premises and suitable cleaning products will be made available in all areas. • Stock levels of cleaning materials and supplies will be monitored and maintained.
		<p><u>Social Distancing</u></p> <p>All staff are reminded of strict Social Distancing rules while on the Wire Belt premises.</p> <p>All reasonable steps have been taken to manage / reduce the number of staff in any work area to comply with the 2-metre gap recommended by the Public Health England.</p> <p>Managers / Team Leaders will take steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Staggered rest breaks have been put in place to support social distancing measures.</p>	<ul style="list-style-type: none"> • Staff to be reminded regularly of the importance of social distancing both in the workplace and outside. • Managers and Team Leaders must carry out regular checks to ensure this is adhered to. • Where tasks, processes or activities are identified that do not comply with the social distancing guidelines these must be reported to a Manager or Team Leader.

		<p>Managers / Team Leaders will be required to take action to redesign processes to ensure social distancing rules are met.</p> <p>If necessary, staff will be allocated to other tasks if no measures can be identified to ensure social distancing guidelines can be met.</p> <p>Conference calls / video calls to be used instead of face to face meetings wherever practicable. In the event that a face to face meeting is unavoidable then meetings are strictly limited to a maximum of three people and the 2-meter gap must be adhered to.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	
		<p><u>PPE</u></p> <p>Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Where a Risk Assessment identifies wearing of PPE as a requirement of the job, an adequate supply of PPE will be provided</p>	<ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene. • Staff to be reminded that wearing a mask or face covering is not a suitable alternative to social distancing guidelines.

		<p><u>Mental Health</u></p> <p>Managers, Team Leaders and Mental Health First Aiders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support available to help.</p> <p>Company notice boards will signpost advice and support for Mental Health and Wellbeing.</p>	<ul style="list-style-type: none">• Regular communication of mental health information and an open-door policy for those who need additional support.• Staff will be reminded about access to a confidential helpline number.
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Completed and signed by:



Paul Walsh, Manufacturing Manager

Date:

15th May 2020