



Coronavirus (COVID-19) Risk Assessment

OBJECTIVE: To reduce the risk to the lowest reasonably practicable level by taking preventative risk reduction measures

Assessment date: 18/05/20

Review: As and when changes occur

CORONAVIRUS (COVID-19) RISK ASSESSMENT

Assessment Date: 18/05/20

Assessed by: W.J.Lucas

ACTIVITY	HAZARDS	WHO MIGHT BE HARMED	RISK REDUCTION CONTROL MEASURES	ACTIONS REQUIRED
Access and Egress to site by external persons	Danger of exposure to, and spread of Covid-19, to employees through contact with persons from outside of plant who have had previous unknown contacts	Employees, Visitors, Contractors and Delivery Drivers	<p><i>OBJECTIVE: To maintain social distancing wherever possible and minimise the number of contacts to the plant as well as reducing transmission through contact with objects that come into the workplace.</i></p> <ul style="list-style-type: none"> All non-essential visits to the plant by visitors and sales reps ceased Contractors <u>only</u> allowed on site for emergency jobs and only with prior arrangements. All other non-emergency contract work ceased Hand gel made available at entrances to plant and goods inwards. Employees to ensure they keep 2 metres from any delivery driver. Deliveries placed in dedicated isolation area away from employees All post left in letter box for collection by employees who must wear gloves when handling letters or deliveries Drivers of raw material delivery containers must stay in their cab wherever possible to minimise any possible chance of contact with employees Covid-19 information notices to all outside persons located at entrances Staggered shift start times 	<ul style="list-style-type: none"> Continue to monitor and improve where necessary any risk control measures. Follow Government advice and guidance (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document

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Office employees' working arrangements	Danger of exposure and spread of COVID-19 by office staff through contact with one another and other employees during their working day	Employees	<p>OBJECTIVE: To change the way office work is organised and reduce the number of contacts each office employee has.</p> <ul style="list-style-type: none"> Office staff practicing social distancing from each other and other employees Work stations/desks have been re-arranged to allow maximum distance between office staff and floor area marked for walkways. Unwanted desk/furniture in office has been removed. Safe zone around p/copier marked. Suitable and sufficient hand sanitising gel located at signing in station. Staff to wash hands thoroughly and use hand gel when entering/exiting office and after using washroom facilities Office staff are working from home wherever possible Office staff are working on a staggered shift pattern to minimise exposure with each other Arrangements made to minimise any contact to Finishing Plant using remote communication contact. Where contact is unavoidable for business reasons, office person must limit their exposure between plants to an absolute minimum Office staff minimising exposure to other employees in other areas of the plant wherever possible 	<ul style="list-style-type: none"> Continue to monitor and improve where necessary any risk control measures. Follow Government advice and guidance (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document)

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Manufacturing employees' working arrangements	Danger of exposure and spread of COVID-19 by manufacturing staff through contact with one another and other employees during their working day and break periods	Employees	<p>OBJECTIVE: To maintain social distancing between employees when they are at their workstations and when using common areas.</p> <ul style="list-style-type: none"> Manufacturing staff practicing social distancing from each other Suitable and sufficient hand sanitising gel located at all signing-in stations and departments Both shifts in Yarn Plant have separated sign-in stations. Weaving area sign-in station has marked 2 metre floor zone to limit one person in area at a time Staff to wash hands thoroughly and use hand gel when entering/exiting buildings, before and after break times and after using washroom facilities Staff rest area tables have been designed to allow only one person to sit at a table to have their break and staggered breaks arranged to minimise contact between employees. Rest area tables have been relocated and moved further apart Sufficient surface cleaning material located at rest areas to allow regular cleaning of table surfaces by users. Any communication between employees encouraged to be done in a quiet area to stop employees coming within 2 metres of each other. Regular communication for both shifts to continually inform about the necessity for social distancing Oncoming shifts to wait for outgoing shift to leave before signing-in to minimise and contact between shifts 	<ul style="list-style-type: none"> Continue to monitor and improve where necessary any risk control measures. Follow Government advice and guidance (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document

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Manufacturing employees' working arrangements <i>Continued.....</i>	Danger of exposure and spread of COVID-19 by manufacturing staff through contact with one another and other employees during their working day and break periods	Employees	<p>OBJECTIVE: To maintain social distancing between employees when they are at their workstations and when using common areas.</p> <ul style="list-style-type: none"> • Only one person at a time allowed in the goods/passenger lift • Manufacturing employees to practice social distancing at all times • Only one person at a time allowed into washroom/toilet facility • Locker areas in Yarn Plant have 2 meter markers • Marked 2 metre boxes in front of Carding Machines • Change to some standard work practices that now separate employees • Chairs on shop floor moved apart and relocated • Perspex separators located on work tubs as barrier between employees where social distancing is not possible • Marked 2 metre zones around machines • Staggered working arrangements in mending perches • One way system in operation in Weaving Departments 	<ul style="list-style-type: none"> • Continue to monitor and improve where necessary any risk control measures. • Follow Government advice and guidance • (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document)

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WSP Lorry and Pool Car users and travel	Danger of exposure and spread of COVID-19 by cross-plant contact	Employees	<p>OBJECTIVE: To avoid unnecessary work travel and keep employees safe when they do need to travel between locations.</p> <ul style="list-style-type: none"> • Arrangements made to stop or minimise any contact between plants using the pool car or own transport. Where contact is unavoidable for business reasons, employees must limit their exposure between plants within the same week to the absolute minimum and only where absolutely essential. Only one person allowed in car at any time • Plant lorry driver to make essential pick-ups only and to make minimal contact with employees and ensure social distancing is adhered to at all times. Driver to ensure hand gel is used when entering/exiting buildings or using washroom facilities. • Vehicles to be sanitised after use by driver. Signature log in vehicle to verify that vehicle has been sanitised • Wherever possible employees should work from home to avoid travel • Hand sanitizing gel located in company lorry 	<ul style="list-style-type: none"> • Continue to monitor and improve where necessary any risk control measures. • Follow Government advice and guidance • (Ref: “Working safely during COVID-19 in factories, plants and warehouses Guidance” document

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General Hygiene	Danger of exposure and spread of COVID-19 through contaminated surfaces or employee contact	Employees	<p>OBJECTIVE: To help everyone keep good hygiene through the working day and to keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in all departments. Stringent handwashing taking place and employees reminded to wash their hands for at least 20 seconds and dry their hands using disposable paper towels rather than the hand dryer. All used paper towels are placed in the bins provided Employees reminded about to catch coughs and sneezes in tissues and place tissues in bins provided. Where tissues are not available at the time employees must cover their mouth/nose with their sleeve. Cough into elbow. Employees are reminded to avoid touching their face, eyes, nose or mouth with unclean hands Suitable hand sanitising gel is available at all sign-in stations and employees encouraged to use it whenever they enter/exit the department or following using the washroom facilities or before and after their break. Hand sanitiser containers are checked at each station and replenished where necessary Suitable and sufficient cleaning agents are deployed at rest areas for use and office staff encouraged to clean their desks on a regular basis. Machine control buttons and container handles are cleaned/sanitised on a regular basis by the operators Encourage employees to report any skin problems where they may arise through regular washing and sanitising. Contract cleaner avoids contact with office employees by starting work after office hours and minimises contact with manufacturing employees by social distancing during while carrying out normal cleaning duties Cleaners and employees carrying out regular sanitizing of door handles and vending machines. 	<ul style="list-style-type: none"> Continue to monitor and improve where necessary any risk control measures. Follow Government advice and guidance (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document

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Information and Communication	Danger of exposure and spread of COVID-19 through employees not understanding the general dangers of the disease within the working environment or employees not being informed of the latest developments.	Employees	<p>OBJECTIVE: To make sure all employees understand COVID-19 related safety procedures.</p> <ul style="list-style-type: none"> Employees have regular updates on reminders and other general information of current government advice and changes within the plant Ensure regular communication meetings are undertaken by line managers to persons who are furloughed in order to keep them informed of changes and to check on their wellbeing and current health status. COVID-19 information and signage located throughout the plant 	<ul style="list-style-type: none"> Continue to monitor and improve where necessary any risk control measures. Follow Government advice and guidance (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document

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Employees who need to self-isolate and vulnerable employees	Danger of clinically vulnerable employees who are at higher risk of severe illness that have received a letter from the NHS that advises them to self-isolate or shield themselves from others coming in to work	Employees	<p>OBJECTIVE: To make sure individuals who are advised to stay home under existing government/NHS guidance do not physically attend work.</p> <ul style="list-style-type: none"> • Ensure that all employees who are shielding do not come to work and take advice from the government's guidelines and NHS directives. • Give employees the opportunity to work from home if possible • Carry out regular communication with employees who are self-isolating to offer any support employers can to help 	<ul style="list-style-type: none"> • Continue to monitor and improve where necessary any risk control measures. • Follow Government advice and guidance • (Ref: "Working safely during COVID-19 in factories, plants and warehouses Guidance" document

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Employees who show signs of COVID-19 whilst on site	Danger of employees showing symptoms of having COVID-19 having prolonged contact with others and infecting other employees with the possible virus.	Employees	<p>OBJECTIVE: To make sure individuals showing signs of possible COVID-19 do not have exposure to the workforce</p> <ul style="list-style-type: none"> • Ensure that if anyone becomes unwell with a new continuous cough or a very high temperature in the workplace that they are sent home and advised to follow the government guidelines of self-isolation and not return to work until their period of self-isolation has been completed and they have spoken to their employee. • Line managers to maintain communication with individuals to offer support or guidance. • Arrange cleaning of any possible areas of contamination from infected persons. Isolate areas where cleaning is not possible • First Aid Room designated a quarantine room if individual is unwell whilst on site with suspected symptoms of Covid-19 	<ul style="list-style-type: none"> • Continue to monitor and improve where necessary any risk control measures. • Follow Government advice and guidance • (Ref: “Working safely during COVID-19 in factories, plants and warehouses Guidance” document