




DISTINCTION DOORS LTD		RISK ASSESSMENT										
Location: FACTORY WIDE		Description of Activity: COVID 19 CONTAINMENT		Issue: 1	Ref:	Date: 20/07/20		Review:	WEEKLY			
Assessed By: MARK TAYLOR												
Hazard	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating		
			S	L	R					S	L	R
COMING TO AND LEAVING WORK COVID 19. SPREAD OF INFECTION THROUGH OUT THE WORKPLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	Reverse parking has been implemented to ensure the 2 meter distance is maintained. Where possible people have been encouraged to cycle or walk to work and car sharing is limited to employees who share a household. On arrival a queuing system is in place with clear 2 meter markings set out in front of the building monitored by management and directors. On entering the building staff and visitors are asked about their general health new visitors to the site are asked to fill out a Covid 19 declaration form. at this point PPE is issued including disposable gloves, face mask and a personnel bottle of hand sanitiser. the purpose of the PPE is to try and lower the risk of cross contamination and airborne particles and contact with possible contaminated surfaces. hand sanitiser is to be used when immediate hand washing cannot be achieved				5	1	L
MOVING AROUND THE BUILDING COVID 19. SPREAD OF INFECTION THROUGH OUT THE WORKPLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	A one way system has been marked in the building and 2 meter markers displayed on the floor. Access to office areas where employees are home working has been restricted. Where ever possible face to face meetings have been replaced by phone or video calling to further restrict movement				5	1	L
PEOPLE WHO NEED TO SELF ISOLATE COVID 19. SPREAD OF INFECTION IN THE WORKPLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	All workers who are able to work from home now do so	Self assessment DSE risk assessments to be emailed to all home workers. Access to to company health and wellbeing teams for all homeworking staff who can sign post to relevant professional organisations			5	1	L
WORKPLACE AND WORK STATIONS COVID 19. SPREAD OF INFECTION IN THE WORKPLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	In Prep, paint and glazing areas the the number of workers per machine and work bench has been reduced. The workers haver been formed into teams and work together and take staggered break times together	In the glazing area additional screens are to be erected to further separate workers	Delivery 15/5/2020 screens are now in place 18/05/20	5	1	L	
MEETINGS COVID 19. SPREAD OF INFECTION THROUGH OUT THE WORKPLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	Where possible face to face and group meetings have been replaced with phone or video conferencing. The 2 meter distancing rule is applied to all meetings that cannot be done by phone or video calling and the wearing of disposable gloves and face masks is required when meeting face to face. the gloves and masks are to restrict the risk of contact contamination and airborne particle. Hand sanitiser is to re-enforce the hand hygiene regime				5	1	L


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COMMON AREAS COVID 19. SPREAD OF INFECTION IN THE WORKPLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	The creation of three new canteen areas each one allocated to a different work area. Breaks are staggered and numbers restricted to two people at any time to ensure social distancing is adhered to. In addition a new smoking area has been provided and now both areas have been marked and seperated into two meter distances	Dividing screens are to be installed into all three canteens			5	1	L
MANAGING CONTACTS COVID 19 SPREAD OF INFECTION IN THE WORK PLACE. REST AND BREAK AREAS	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	Entry on to the site will be restricted to essential work only and pre arranged visits. Where possible all contact will be done via phone or video contact. Any person who has to enter the site will be subject to the same controls and restrictions as regular staff. All efforts will be made to ensure that the least amount of outside staff are on site at any time				5	1	L
PROVIDING AN EXPLAINING GUIDANCE COVID 19 SPREAD OF INFECTION IN THE WORK PLACE. ENTRY TO WORK	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	New sigange has been posted around the building to enforce the safety procedures surrounding Covid 19. Employees with email have been contacted to explain the new procedures and a hand out leaflet produced and given to each employee on their return to work. Videoproduced to visually show employees of changes being introduced. Return to work induction conducted on any members returning first day				5	1	L
KEEPING THE WORKPLACE CLEAN COVID 19 SPREAD OF INFECTION IN THE WORK PLACE ENTRY AND EXIT..	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	All work areas and rest areas are regularly cleaned and inspected. Additional cleaning products such as antibacterial sprays and hand gels have been provided. All work stations are inspected by management or directors prior to and at the end of shifts and throughout the working day.All on site vending machines are regularly sprayed and wiped with antibacterial spray to minimise contamination		Daily		5	1	L
HANDWASHING, SANITATION AND TOILETS COVID 19 SPREAD OF INFECTION IN THE WORK PLACE. PPE DISPOSAL	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	Signage has been posted throuout the site reminding all employees of the importance of regular and thorough handwashing. Hand sanitizer has been distributed to all employees individually to avoid the need for sharing. The toilets have been restricted to single person use due to the difficulty of maintaining the two meter requirments. Additional bins have been provided for the safe disposal of waste.						

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CHANGING AREAS COVID 19 SPREAD OF INFECTION IN THE WORK PLACE.	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	The locker area has been relocated and reconfigured to reduce contact between employees. Only one person at a time is allowed in the locker area. Lockers are cleaned before the start of a shift and again at the end. Employees are instructed to clean their locker at each visit and to remove any personal items that may carry or spread the virus				5	1	L
HANDLING OF GOODS AND MATERIALS COVID 19 SPREAD OF INFECTION IN THE WORK PLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	Machines,equipment,keyboards and surfaces are cleaned at the start and end of every shift and after use if it has been used by a different person. A 45 minute period at the end of each shift has been planned into each day to ensure a thorough clean is achieved Each team are made responsible for the upkeep and clenliness of any equipment used and a leave it as you found it regime is enforced by management and directors. This is achived by inspections of areas before staff are allowed to leave, any area not upto standard is recleaned.The importance of handwashing is re-enforced with signage	Warehouse lifting equipment cleaning regime to be introduced.			5	1	L
PPE COVID 19 SPREAD OF INFECTION IN THE WORK PLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIRTORY DISORDERS	M,S,O,T,C	5	4	H	Sheilding and seperation has been implemented where possible along with changes in working practice to reduce the number of staff on machining and glazing processes. Each staff member is issued with disposable masks to restict the airborne contamination from coughing or sneezing.Gloves are issued each day to minimise surface contact and contamination which can be replaced at any time should the need arise. Hand sanitizer also been issued to every employee to re-enforce the hand washing regeme Face shields & eye protection available on employees request				5	1	L

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SHIFT PATTERNS AND WORKING GROUPS COVID 19 SPREAD OF INFECTION IN THE WORK PLACE	FEVER, COUGH, BREATHING DIFFICULTY, HIGHER RISK TO THE ELDERLY AND PEOPLE WITH EXSISTING RESPIATORY DISORDER	M,S,O,T,C	5	4	H	At the return to work a single shift of 8am to 4pm will be in place. Within this shift employees are split into working teams who will work and take breaks together to reduce the risk of cross infection. Should any additional shift work be required this will be arranged in a staggered approach so that there will be a 15 minute gap between one shift leaving and the next one starting. This will eliminate the chances of groups forming in carparks and smoking areas. Access and exit points have been arranged so employees coming to and leaving work have no contact. All work areas will be cleaned and inspected at the start and end of each shift.				5	1	L

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