

K J Ryan Ltd Covid-19 Risk Assessment Form¹

Date: (1) 27th May 2020	Assessed by: (2) Tim Prestage Ltd	Checked / Validated* by: (3) Ryan Roberts / Liam	Location: (4) K J Ryan Ltd Unit D2, Grovelands Industrial Estate, Longford Rd, Exhall, Coventry CV7 9NE	Assessment ref no (5) 2020/CVD/V1	Review date: (6) December 2020 Or if any significant changes
Task / premises: (7) Assembly of interior trim (use of presses, spray booths and manual bench assembly) & Warehousing / Distribution of finished trim.					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Arriving at work	Exposure to airborne COVID and exposure on surfaces touched.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	Facilitate home working wherever possible.	High	N ²
			1. Conduct return to work telephone interviews with staff to identify vulnerable individuals who may require more stringent physical distancing or shielding. Seek help from occupational health providers on how to do this (if required).	High	N
			2. Introduce self-assessments for all returning workers and visitors to sites	High	N
			3. Workers who are unwell with symptoms of Coronavirus (COVID-19) should self-isolate in accordance with government guidance. They should not travel to or attend the workplace.	High	N
			4. Facilitate testing for those workers who have symptoms and are eligible for testing. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works	High	N
			5. Rearrange tasks to enable them to be done by one person, or by maintaining physical distancing measures (2 metres).	High	N
			6. Avoid skin to skin and face to face contact at all times.	High	N

¹ We have identified Red and Green Zoning see the last page "Notes" for an explanation.

² T = trivial risk. A = adequately controlled, no further action necessary. N = not adequately controlled, actions required.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
			7. Arrange facilities to maintain physical distancing where possible.	High	N
			8. Stairs should be used in preference to lifts and consider one way systems particularly for Clock Machines.	High	N
			9. Create facilities for meetings to take place whilst physical distancing. E.g. electronic meeting spaces, outside discussions or large open spaces.	High	N
			10. Eliminate face to face meetings where possible.	High	N
At work in Office or Workshop.	Exposure to airborne COVID and exposure on surfaces touched.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	Minimising the time workers are in close proximity to others must also include consideration of the following: process line reconfiguration, changes to shift patterns, one way systems for pedestrians, screens, and dwell times between tasks, cleaning regimes and frequent hand washing.	High	N
			Where the physical distancing measures (2 metres) cannot be applied:	High	N
			11. Each event should be risk assessed.	High	N
			12. Minimise the frequency and time workers are within 2 metres of each other. Where face-to-face contact is essential, this should be kept to a minimum.	High	N
			13. In circumstances when physical distancing is not possible, equally effective measures must be in place to protect workers from virus infection ie; face masks or visors should be worn.	High	N
			14. Minimise the number of workers involved in these tasks.	High	N
			15. Consider alternative or additional engineering controls to reduce worker interface ie; conveyors	High	N
			16. Regularly clean common touch points, doors, buttons, handles, vehicle cabs, tools, equipment etc.	High	N
			17. Introduce pop up hand wash stations (if required).	High	N
			18. Make cleaning materials available in the workplace.	High	N
			19. Review the performance and servicing of mechanical ventilation (LEV) and air conditioning systems and use fresh air in preference to re-circulated air.	High	N
			20. Increase ventilation in enclosed spaces.	High	N

With acknowledgements to University of Manchester Safety Services for their risk assessment form and guidance notes.
Revised March 2015

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
			21. Workers should wash their hands before and after using any shared equipment.	High	N
			22. Rooms should be well ventilated / windows opened to allow fresh air circulation.	High	N
			23. Screen workers and visitors by asking them to complete a health questionnaire before visiting the workplace	High	N
			24. Temperature Screening may be useful but has limitations.	High	N
Separating staff and visitors	Exposure to airborne COVID and exposure on surfaces touched.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	25. Keep groups of workers together in teams/shifts, e.g. do not change workers within teams.	High	N
			26. Arrange the workplace so that workers are away from others as much as possible.	High	N
			27. Consider changing shift patterns e.g. longer split shifts to reduce the numbers in the workplace at any one time.	High	N
			28. Stagger break times.	High	N
Implementing the controls.	Exposure to airborne COVID and exposure on surfaces touched.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	29. Where face to face working is essential to carry out a task when working within 2 metres: a. Provide additional supervision to monitor and manage compliance. b. Carry out an assessment and review of these activities to identify all repeatable tasks.	High	N
Working in close proximity	Exposure to airborne COVID and exposure on surfaces touched.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	30. Personal Protective Equipment should not be used as an alternative to physical distancing, except where there is no other practical solution.	High	N
			31. Where close proximity working is required, assess the need to issue employees with appropriate Personal Protective Equipment.	High	N
			32. Re-usable PPE should be thoroughly cleaned after use and not shared between workers.	High	N
			33. Consult with an Occupational Hygienist and HSE guidance about the possibility of extending the life of single use PPE. Extending the life of single use PPE should only be done in exceptional circumstances as a result of shortage of supply.	High	N



Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Managing the COVID controls.	Exposure to airborne COVID and exposure on surfaces touched.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	34. Worker behaviour and cooperation will be the key to implementing all of the controls.	High	N
			35. Carry out inductions to inform people of the changes.	High	N
			36. Encourage an open and collaborative approach between workers.	High	N
			37. Trial interventions in places before implementing them across the board.	High	N
			38. Seek feedback and be prepared to change interventions based on the feedback and regular reviews of the risk assessment.	High	N
			39. Make changes which are sustainable in the medium term.	High	N
			40. Encourage staff to cooperate with government plans for contact tracing.	High	N
Cleaning operations.	Cross infection from touching surfaces and transferring to eyes, nose or throat.	Staff, visitors, contractors, & students, by inhalation or touching surfaces.	<p>41. Specialised cleaning of surfaces in washrooms, kitchens, desks / benches and clock machine is a key part of our preventative measures. Ensure the following:</p> <p>42. Ensure that all washbasins, taps, sinks, toilet cistern handles, vending machine buttons, door handles, water heater controls, coat hooks and clock machines are disinfected with a Dettol³ spray at the end of the shift before locking up and left to dry on their own, do not wipe them off. (This is the NHS hygiene method).</p> <p>43. Use Dettol wipes for all landline phone handsets and key pads used by others including keyboards on keypads and keyboards on machines.</p>	High	N

³ Any good quality anti bacterial spray will do.

Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done
a.	Implement control measures 1 to 10 listed above. Including the 2 metre rule where possible, encourage home working for administration staff, arrange meetings via video link. Ensure each worker has completed a health self assessment before returning and you have a record of this.	Ryan Roberts / Deb	Before work starts.	
b.	For Work in any area where people are in close proximity ie; <2 metres, create a Red Zone and this means FFP2 masks must be worn, alternatively full face visors can be worn instead of masks, hand washing must be available and more frequent and implement the control measures described in sections 11 to 26 under "Existing Controls" above. Where physical distancing can be > 2 metres a Green Zone can be created.	Ryan Roberts / Deb	Before work starts.	
c.	The Red Zones on last page require special actions. The Reception Area and Drivers Reception is a Red Zone and every effort should be made to physically separate personnel by at least 2 metres, ideally visitors / drivers should be met in the Yard or porch of office entrance and should not enter the Factory or Offices at all. If physical distancing cannot be met a mask and disposable gloves should be worn. Anyone wishing to use the toilet e.g. visitors/contractors should be directed towards a toilet dedicated to them, for example the works toilets and these must be disinfected afterwards.	Ryan Roberts / Deb	Ongoing.	
d.	Staff should bring in their own food as much as possible and either sit outside or sit in the factory at their own bench two metres apart. Only 1 x person at a time to be in the kitchen(s). Vending machines should be removed from use as continuous cleaning of buttons is impractical. Sections 27 to 30 above should be implemented.	Ryan Roberts / Deb	Ongoing.	
e.	Walk through tours of all working areas, washrooms and yards should take place at random several times an hour to ensure these additional hygiene measures are being followed. It should be made clear this is now a condition of future employment and disciplinary measures will be immediately implemented for any offenders. Where an employer has expressly instructed employees (either in a company policy or through internal communications) not to attend work if they are symptomatic or might be at particular risk of carrying the virus, and an employee in those circumstances continues to attend the workplace, the employer is likely to be justified in treating this as a disciplinary matter, and potentially as gross misconduct, on the grounds of the employee's failure to comply with company policy and/or instructions and thereby putting other staff at risk. The same would apply to any employee who was given COVID Awareness training and this Risk Assessment and did not comply with control measures implemented at the company.	Management Team.	Ongoing.	
f.	There are new and additional requirements for cleaning surfaces implement the requirements mentioned in sections 43 to 45 above. This includes cleaning the clock machine and application of hand sanitizer during use.	Management Team.	Ongoing.	

NOTES:

K J Ryan Ltd have decided on a two tier system that has been implemented to establish PPE use in the factory and offices.

- Green Zones - Processes that can adhere to physical distancing and would not require PPE 
- Red Zones - Processes where 2m physical distancing cannot be implemented and it would be compulsory to wear PPE 

Red Zone High Risk Areas:

- Office Reception Area
- Goods Inwards / Despatch Bay

Green Zone Lower Risk Areas:

- Ground Floor Admin Offices
- Compressor Area
- Warehousing / Racking Area