

# GENERAL RISK ASSESSMENT

The Management of Health & Safety Regulations 1999



**Department** FFP Packaging Solutions - Site  
**Description of Activity and/or Equipment** Covid-19  
**Who is at Risk?** Employees, Customers, Contractors and Vulnerable Groups (elderly, new and expectant mothers and those with existing underlying health conditions)  
**Number of People at Risk** 115 + with occasional visitors and contractors

**Reference Number**

GEN01 v6

Hazard	Current Control Measures	Current Risk Rating			Additional Control Measures Required to Eliminate or Reduce Risk	Person Responsible for Completing Actions	Date Completed	Residual Risk Rating		
		Likelihood 1-5	Severity 1-5	HRN 1-25				Likelihood 1-5	Severity 1-5	HRN 1-25
1 Spread of Covid-19 Coronavirus	<p><b>Hand Washing</b>                      Hand washing facilities with soap and hot water in place                      Handwashing taking place in accordance with <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>                      Hand dryers are provided for drying of hands.                      Notices in place reminding employees of the importance of handwashing.</p> <p>Hand sanitisers are placed in any area where washing facilities are not readily available eg pedestrian entrances, offices, meeting rooms, rest rooms</p> <p>Employees are reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying</p> <p>Employees are 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  <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill</a></p> <p>The management team continually monitor and educate employees where non-conformances to hand hygiene are observed.</p>	1	5	5				0	0	0

<p><b>Cleaning</b>  Frequently cleaning and disinfecting of objects and surfaces that are touched regularly is undertaken, particularly in areas of high uses such as door handles, push panels etc  - in offices, doors that are not fire doors are propped open.</p> <p>Additional office and stores warehouse cleaning measures have been put in place e.g. I-pad touch screen, photocopier, reception/entrance door handles &amp; exit switch and light switches (where switched on and off more frequently than once a day) with anti-bacterial wipes.</p> <p>Employees to wipe down at the start and end of their shift any key touch points ie machine controls, computer keyboards and fork lift truck controls.</p> <p>Employees are to ensure work spaces are cleared of waste and personal belongings at the end of the shift.</p> <p>The procedure for employees handling supply drivers keys has been suspended during the coronavirus pandemic.</p> <p>Employees to be reminded, wherever possible, not to share any equipment, especially telephones, computer equipment (mouse, keyboard) pens, desks etc. Where unavoidable, employees must wipe equipment clean with an antibacterial wipe after use.</p> <p>Extra non-recycling waste bins are provided for workers and visitors to dispose of single use face coverings (or PPE).  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></p> <p>When cleaning up after a known or suspected case of COVID-19 the following guidance will be followed:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	1	5	5			0	0	0
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<p><b>Social Distancing</b></p> <p>Where possible, the number of employees in any work area has been reduced to comply with the 2 metre gap as recommended by Public Health England</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></p> <p>A one-way system has not been introduced as the numbers of staff on site in the office are limited so we are not experiencing congestion, however, this will be reviewed again when staff numbers on site increase further</p> <p>Two metre distance markings have been used on the floor wherever possible to act as visual reminder for everyone and to encourage social distancing including common areas such as the canteen, locker room and toilets.</p> <p>Steps have been taken to avoid congestion at start and finish times, review agency worker provision, working from home etc to reduce number of workers on site at any one time. Office workers who can work from home have been asked to do so.</p> <p>Employees and others are encouraged not to unduly raise their voices to each other.</p> <p>Processes have been redesigned where possible to ensure social distancing in place ie canteen and rest areas. The requirement for employees to clock out using the fingerprint system has been suspended until further notice.</p> <p>Where social distancing guidelines cannot be followed in full, the following actions have been considered:</p> <ul style="list-style-type: none"> <li>- the frequency of hand washing and surface cleaning increased</li> <li>- the activity time kept to a minimum</li> <li>- encouraged back to back or side to side working in preference to face to face working</li> </ul> <p>Screens are impractical and impinge on Health and Safety in production. Only 1 task requires close Where a 2 metre distance cannot be maintained then we are encouraging face coverings to be worn</p>									
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<p>Screens are impractical and impinge on Health and Safety in production. Only 1 task requires close contact (changing doctor blades on print machines) - minimal time is required (5 minutes every 5-6 weeks)</p> <p>There is no front desk receptionist present meeting and greeting visitors</p> <p>Conference calls are being used instead of face to face meetings wherever possible. Where face to face meetings are a necessity, these are conducted at a distance of 2 metres between employees</p> <p>Where regular meetings take place, two metre floor markings have been used to remind colleagues of social distancing requirements.</p> <p>All external site visits made by FFP personnel must be approved in advance by the MD/CEO</p> <p>Contractors and visitors are only allowed on site by appointment to carry out essential work ie to meet statutory requirements. They are provided with clear guidance on the site social distancing and hygiene requirements. Contractors are required to supply a copy of their Covid-19 risk assessment in advance of attending site, and complete company covid-checks (questionnaire, declaration and temperature check)</p> <p>Sufficient rest breaks for employees have been ensured by staggering times and limiting the number of people permitted at any one time. Additional rest room and locker room space has been provided for employees to change in</p> <p>Employees are reminded on a daily basis of the importance of social distancing both in the work place and outside of it. The management team continually monitor and educate employees where non-conformances to social distancing is observed.</p> <p>To help reduce the spread of coronavirus (Covid-19) reminding everyone of the public health advice <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	1	5	5			0	0	0
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<p><b>Use of Fork Lift Trucks, Hand Pallet trucks etc</b> Operators are instructed to clean fork lift truck after use. There are not enough trucks for employees not to swap equipment during their shift</p> <p>No designated Fork lift truck parking areas - not sufficient numbers of trucks</p> <p>Fork lift trucks and pallet truck handles included in additional cleaning procedures</p>	1	5	5				0	0	0
<p><b>Company Vehicles</b> Employees are not to share vehicles where suitable distancing cannot be achieved</p> <p>If vehicles are shared, then fixed travel teams are organised to minimise the number of people travelling together in one vehicle. Windows are opened whenever possible to increase ventilation and passengers must not sit face-to-face.</p> <p>Shared vehicles are cleaned at the end of each shift or on handover.</p> <p>Vehicles are regularly cleaned and good hygiene practices are followed at all times</p>	1	5	5				0	0	0
<p><b>Public Transport</b> Those workers who use public transport during the course of their work must wear a face covering.</p>	1	5	5				0	0	0
<p><b>Goods in and Despatch Operations</b> All procedures, signage and markings have been reviewed to maintain social distancing and hygiene measures. Two metre distance markings have been used on the floor wherever possible to act as visual reminder for everyone and to encourage social distancing.</p> <p>All contact with employees and drivers has been minimised to maintain social distancing and hygiene measures.</p> <p>All parcel deliveries are to Reception area. Notice displayed at Goods In to inform drivers of new procedure.</p> <p>Incoming supply drivers are managed, with deliveries prioritised, to ensure social distancing is maintained whilst on site, all in accordance with the advice given on the following HSE Bulletin: <a href="https://www.hse.gov.uk/content.govdelivery.com/accounts/UKHSE/bulletins/287fe1d">https://www.hse.gov.uk/content.govdelivery.com/accounts/UKHSE/bulletins/287fe1d</a></p> <p>Procedures are in place to ensure delivery drivers</p>	1	5	5				0	0	0

<p>Incoming supply drivers are managed, with deliveries prioritised, to ensure social distancing is maintained whilst on site, all in accordance with the advice given on the following HSE Bulletin:  <a href="https://www.hse.gov.uk/content.govdelivery.com/accounts/UKHSE/bulletins/287fe1d">https://www.hse.gov.uk/content.govdelivery.com/accounts/UKHSE/bulletins/287fe1d</a></p> <p>Procedures are in place to ensure delivery drivers will have adequate welfare facilities whilst on site on accordance with HSE guidance:  <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p>													
<p><b>Symptoms of Covid-19</b>          If anyone becomes unwell at work with a new continuous cough or a high temperature a loss of, or change in, their normal sense of taste or smell they will be sent home. They will be required to self isolate for 10 days from when the symptoms started and arrange to be tested for COVID-19. Those workers who test positive for COVID-19 will be required to self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, will restart the 10-day isolation period from the day the symptoms developed.</p> <p>In addition those employees who live in a household with some one who has symptoms or have been advised to self-isolate as part of the governments test and trace program must not physically come into work. They are required to stay at home for 14 days from the day the person in the household developed symptoms or, if they do not have symptoms, from the day their test was taken.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Notices in place reminding employees of symptoms of COVID-19.</p> <p>We will assist the NHS Test and Trace service by keeping a temporary record of our worker shift patterns for 21 days.  <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></p> <p>We will follow all instructions from the authorities in the event of Local COVID Alert Level restrictions.  <a href="https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know">https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know</a></p> <p>If there is more than one case of COVID-19 associated within our workplace, we will contact the local PHE health protection team to report a suspected outbreak. The Company Representative has been nominated to contact the PHE team.  <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></p>	1	5	5						0	0	0		

<p>Temperature checks are carried out on contractors / visitors and employees returning to work from a period of absence. Return to work interviews carried out with line manager, production manager or HR Co-ordinator.</p> <p>The company has issued a copy of the Return to Work procedure to each employee.</p> <p>Line managers will maintain regular contact with employees during this time.</p> <p>If an employee has helped someone who is unwell with a new continuous cough or a high temperature or a loss of, or change in, their normal sense of taste or smell, they must wash their hands thoroughly for 20 seconds after contact. They are informed there is no need to go home unless they develop symptoms themselves.</p> <p>Emergency contact details are kept up to date.</p>												
<p><b>Mental Health</b>  Management will promote mental health and wellbeing awareness to colleagues during the coronavirus outbreak and will offer whatever support they can to help. Reference given to: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p>Line managers and HR Co-ordinator offer support to employees who are affected by coronavirus or have a family member affected</p> <p>Health Assured Employee Assistance in place; free support for all employees and their families</p>	1	5	5						0	0	0	
<p><b>PPE (Personal Protective Equipment) &amp; Face Coverings</b>  There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19. It is clearly understood by all workers that face coverings are not the same as PPE which is used to manage risks like vapour and dust. In certain situations face masks will be encouraged to be worn:</p> <ul style="list-style-type: none"> <li>- working alongside another member of staff at &lt;2 metres distance in any situation (factory or office)</li> <li>- Office staff entering production, finishing or warehouse areas</li> <li>- production staff entering the office building</li> </ul>												

		<p>Employees who wear a face covering are reminded to:</p> <ul style="list-style-type: none"> <li>· wash their hands thoroughly before putting it on and after removing it</li> <li>· avoid touching it and their face</li> <li>· change it when it becomes damp or if they touch it</li> <li>· continue to wash their hands thoroughly</li> <li>· change and wash it daily and if it is not washable then it must be disposed of responsibly</li> <li>· practice social distancing wherever possible</li> </ul> <p>These control measures are reviewed in line with the current government guidelines:  <a href="https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-041120.pdf">https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-041120.pdf</a></p>	1	5	5			0	0	0
		<p><b>Communication</b>  A Company Policy is available and displayed.</p> <p>This assessment is referenced in the Company COVID-19 Policy document.</p> <p>Posters, leaflets, and other materials are available for display  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Regular updates regarding Covid-19 are provided to all employees by the CEO/MD.</p> <p>This risk assessment has been added to the Company website.</p>	1	5	5			0	0	0
2	Lack of First Aider provision in an emergency due to employees being absent from work.	<p>Worker attendance/availability is closely monitored by their respective Line Manager to ensure adequate numbers of First Aiders are available at all times.</p> <p>For any First Aider (FAW/EFaw) who holds a first aid certificate that expired on or after 16 March 2020, we recognise that for training not refreshed during this period the certificates only remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later and that all requalification training will be completed by 31 March 2021.</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>	1	5	5			0	0	0



3	Administering CPR to a casualty during the COVID-19 outbreak.	This is carried out in accordance with the St. John Ambulance guidelines: <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a>  A copy of this guidance has been issued to all First Aiders.	1	5	5				0	0	0
4	Lack of Fire Marshall provision in an emergency due to employees being absent from work.	Employee attendance/availability is closely monitored by their respective Line Manager and HR Co-ordinator to ensure adequate numbers of Fire Marshalls are available at all times.	1	5	5				0	0	0
5	Lack of engineering provision to ensure vehicles, plant and equipment is maintained in a safe and legal condition.	The availability of on-site engineers and contracted engineers/inspectors is closely monitored by the Chief Engineer to ensure essential cover is maintained and statutory requirements are met.  With regards thorough examinations and testing of lifting and pressure systems refer to: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a>  Engineering Contractors/Inspectors provide a copy of their COVID-19 Risk Assessment prior to attending site.	1	5	5				0	0	0
6	An influx of new employees replacing skilled and experienced employees due to absence and an increase in product demand. Resulting in an increase in accidents and incidents due to a lack of competency and supervision.	New employees must undergo induction and specific training on the relevant equipment or processes before commencing work. This work will then be closely supervised for an agreed period.  Classroom training is undertaken in accordance with social distancing guidelines ie seating arrangements altered to ensure compliance and a 2 metre distance is observed when demonstrating a task where possible	1	5	5				0	0	0

7	<p>Vulnerable employees: those over 70 years of age (regardless of medical conditions) and those under 70 with an underlying health problems, such as chronic obstructive pulmonary disease (COPD), diabetes, other respiratory conditions, suppressed immune systems and pregnant women.</p>	<p>These employees have been asked to take extra care in observing social distancing and to work from home wherever possible, including the furlough of most vulnerable staff</p> <p>If they cannot work from home they will be offered the most safest on-site role, this could be in their current role or an alternative role, enabling them to stay 2 metres away from others. Serious attention will also be given to those who live with extremely vulnerable people.</p> <p>Reasonable adjustments will be made to avoid disabled employees being put at a disadvantage and assessing the health and safety risks of new and expectant mothers. [Currently not applicable but situation monitored]</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p>	1	5	5			0	0	0
8	<p>Extremely vulnerable employees: those employees that have received a letter or have been told by their GP that they fall within this group.</p>	<p>These workers can return to the workplace from 1 August 2020 with the COVID-19 secure control measures we have in place but wherever possible we ask that they continue to work from home.</p> <p>If they cannot work from home they will be offered the most safest on-site role, this could be in their current role or an alternative role, enabling them to stay 2 metres or 1 metre plus the mitigating actions away from others. Serious attention will also be given to those who live with extremely vulnerable people.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	1	5	5			0	0	0
9	<p>Musculoskeletal disorders as a result of using Display Screen Equipment at home for a long period of time.</p>	<p>Regular contact is made with the employee to make sure they are healthy and safe. Each employee is provided with a copy of the following guidance: <a href="https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf">https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf</a></p> <p>Where this is just a temporary measure during COVID, employees have been asked to view the following guidance on how to set up their workstation: <a href="https://www.youtube.com/watch?v=Af7q5j14muc&amp;feature=emb_title">https://www.youtube.com/watch?v=Af7q5j14muc&amp;feature=emb_title</a></p> <p>For those employees where this has become more longer term/permanent arrangement then they will be asked to complete a workstation assessment: <a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a></p>	1	5	5			0	0	0

10	Workers returning to the workplace experiencing anxiety and stress relating to COVID-19.	Workers are consulted before deciding who can return to the workplace to ensure their personal circumstances are taken into account, such as use of public transport, childcare responsibilities, protected characteristics (those that are deemed clinically vulnerable/extremely vulnerable, and other individual circumstances. Extra consideration is given to those workers at higher risk. We actively engage with the worker to ensure they completely understand and feel reassured by the control measures in this assessment and are totally comfortable with returning to work.	1	5	5			0	0	0
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Date of Completion: 11 November 2020      Completed By: J Anderson, M Bedford, I Hedges, H Smith      Review Date: 1 month (December 2020) or following amended government guidelines

<b>Likelihood</b>	1 – very unlikely – situation is well managed and all reasonable precautions have been taken	5	5	10	15	20	25	<b>Severity</b>	1	Insignificant - no injury	1-2	No action - no further action required, ensure controls are maintained and review.
	2 – unlikely – situation is generally managed with some lapses	4	4	8	12	16	20		2	Minor - minor injuries needing first aid	3-6	Look to improve at the next review or if there is a significant change.
	3 – fairly likely – fairly limited practices in place	3	3	6	9	12	15		3	Moderate - up to three days' absence	8-12	Action - improve within specified timescale.
	4 – likely – serious failure of any management controls	2	2	4	6	8	10		4	Major - more than seven days' absence	15-16	Urgent Action - Immediate action, stop activity if necessary, maintain existing controls rigorously.
	5 – very likely – absence of any controls	1	1	2	3	4	5		5	Catastrophic - death	20-25	Stop - stop activity/immediate action required.