

**SUMMARY OF RISK ASSESSMENT FOR SITE VISITORS – WEIGHTLIFTER LIMITED & PPG LTD
RA 43 - COVID-19**

ASSESSMENT SUMMARY	SITE VISITORS	DATE: 14.05.2020
ACTIVITY : COVID - 19	DESCRIPTION OF HAZARDS & ASSOCIATED HARM: <ul style="list-style-type: none"> • Worldwide Pandemic • Could result in Death or Hospitalisation • Symptoms High Fever, New & Regular Cough, Breathing Problems 	
PERSONS AT RISK	<ul style="list-style-type: none"> • All Employees • All Site Visitors • Vulnerable Groups • Cleaners 	
EXISTING PREVENTATIVE AND PROTECTIVE MEASURES	<ul style="list-style-type: none"> • New procedures have been implemented (See Site Safety Rules) • Government Guidelines to be strictly observed. • On site washing facilities and hand sanitizers available. • Individual hand sanitizer provided in return to work starter pack • PPE (Dust masks, Nitrile gloves) provided in return to work starter pack • Social distancing signs and floor marking in operation • One way systems introduced where appropriate • Staff encouraged to work from home • Staff furloughed according to government guidelines. 	
RISK RATING	Is the risk of injury adequately controlled YES or is further action required? (See note below)	
	<ul style="list-style-type: none"> • Live document. Keep up to date with new Government Directives, update Risk Assessment accordingly. 	
PPE REQUIREMENTS	<ul style="list-style-type: none"> • Dust mask as required (When working in close proximity to other staff) • Nitrile gloves & dust mask (Fork Lift drivers) 	
SUSPECTED CASE WHILST WORKING ON SITE	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	

**COVID-19
SITE SAFETY RULES**

1. **2m social distancing in the workplace must be respected as much as possible**
2. It is mandatory that all staff must wash their hands on arrival at work, before breaks, on departure and at regular intervals throughout the day
3. Each employee in in each of their own areas is responsible for swabbing down the tools they use using the wipes provided before and after use. This includes (but is not limited to) telephones, staplers, machine tools etc.
4. All canteens are closed until further notice. You are advised to take your break in your own vehicle or if your vehicle is not on site, you can remain in your work area.
5. You should bring with you to work, the refreshments you will want during the day
6. Only two members of staff can use the smoking shelter at any time
7. In the absence of specific government advice for PPE to be worn, masks and nitrile gloves are available for those that wish to use them
8. Intercompany and intracompany visits are discouraged. Please use voice and video calls as a preference
9. First aiders are to wear PPE (nitrile gloves, face mask and full face protection when administering first aid
10. Any member of staff that has either personally received, or has a member of their household that has received a letter stating that they are an 'extremely vulnerable person' must make themselves known to Keith Hunt or Rick Nichols. These individuals are required to remain at home and will remain on furlough until advised otherwise. If you have not received a letter but believe you fall into this category, please contact Graham Brookes or Rick Nichols for advice
11. Car sharing to and from work is forbidden unless in accordance with government guidelines

Production

1. Shift times, break times and lunch time have been amended to ensure that the load on critical pinch points, i.e. hand washing facilities, overall changing, canteen facilities etc. is minimised. These revised shift times must be adhered to unless otherwise agreed with your supervisor. It is acceptable for tea breaks and lunch breaks to be

taken in your personal vehicle

2. Overalls to be taken home Monday to Thursday
3. In bays where two members of staff are working then a safe two metre distance must be maintained. It is recommended that where possible, you work at diagonally opposite ends of the workpiece
4. If your work requires you to work within 2m of someone, then try to work alongside and not facing your colleague. Where you have to face each other, ensure you are wearing a face mask and limit the face to face time to less than 15 minutes. If in doubt, please consult your supervisor for advice
5. Visits to the stores and to the prep-shop are banned. In an emergency refer to your production manager

Stores and Deliveries

1. Appropriate PPE (face mask and gloves) to be worn when unloading vehicles
2. Delivery drivers visiting stores to be instructed via notice not to enter building and maintain 2m distance from all staff at all times.
3. Do not swap pens with delivery drivers or sign delivery notes –whether paper based or electronic.

Repair shop

1. Drivers are to either remain in their cab or must leave the site during any repairs

Main Office Staff

1. As far as is practical, only one person per office with Sales, Engineering and Clerical staff to work from home wherever possible whilst maintaining the minimum appropriate level of physical office cover
2. Sales staff are encouraged to use video conferencing facilities with customers and prospects wherever possible

ASSESSOR

Graham Brookes Health & Safety Manager assisted by Nigel Butler MD