



Coronavirus Risk Assessment

Business/Organisation: ALUMINIUM SHAPES LIMITED					Location(s)/Site(s); MAIN SITE - CORBY		
Carried out by: BRYN MORGAN – QHSE MANAGER					Date: 19/05/2020		
Review Dates:	18/06/2020	26/06/20	03/07/20	10/07/20	17/07/20	24/07/20	31/07/20

Travelling to and From the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Office Staff</i></p> <p><i>Warehouse Staff</i></p> <p><i>Manufacturing Staff</i></p>	<p>Consider which, if any, staff need to work at or visit the premises.</p> <p>Discourage staff from using public transport where possible.</p> <p>Encourage staff to cycle or walk to work where practical and safe to do so.</p> <p>Consider the risks and practicalities of staff cycling or walking in inclement weather or outside daylight hours. If necessary, adjust working patterns accordingly.</p> <p>If the use of public transport is unavoidable, review working patters to avoid peak times.</p> <p>Provide guidance to staff who have no option other than using public transport:</p> <ul style="list-style-type: none"> Purchase e-tickets or use contactless methods where possible, Wear face coverings in enclosed public spaces, Carry anti-bac wipes and/or hand sanitiser, Maintain social distancing of 2 metres, Wipe tables or trays when finding a seat, Avoid eating, drinking or touching the face while travelling. <p>If two or more staff need to travel together in vehicles:</p> <ul style="list-style-type: none"> Encourage them to remain in teams and avoid crossover with other groups, Travel with windows open where possible, Do not face away each other, Clean the inside of the vehicle regularly, particularly regular touch points (handles etc). <p>Consider measures to accommodate staff whose journey times might be increased, such as adjusting shifts or rotas.</p>	<p>Key staff identified to facilitate ongoing business.</p> <p>Certain members of staff working from home i.e. Sales Director.</p> <p>Remaining staff furloughed.</p> <p>All staff travelling to work either alone in their own vehicles, on a bike or walking.</p>

Arriving at, Moving around and Departing the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Office Staff</i></p> <p><i>Manufacturing Staff</i></p> <p><i>Visitors</i></p>	<p>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</p> <p>Review parking capacity and arrangements to allow for additional staff traveling by car and/or alone.</p> <p>Consider staggering arrival and departure times to minimise congestion at entrances and exits.</p> <p>If possible, increase entry and exit points to disperse people at busy times</p> <p>Provide additional hand washing facilities or sanitising stations at entry points.</p> <p>Instruct staff and visitors to wash their hands on arrival.</p> <p>Review signing in procedures, including the use of pens, registers and other touch points.</p> <p>Review the need for touch pads or keypads at entry points. If unavoidable, arrange frequent cleaning, provide anti bac wipes and provide facilities for users to wash or sanitise their hands after use.</p> <p>Consider one-way systems, particularly where there are narrow routes.</p> <p>Identify pinch points and hotspots where people could pass within 2 metres of each other – Rearrange as necessary.</p> <p>If necessary, provide floor-markings, signage and distancing markers.</p>	<p>Only two staff using cycles to work so additional storage unnecessary. Cycles stored 2 metres apart. Signage erected to maintain social distancing guidelines whilst using cycle racks.</p> <p>Arrival/Departure times for workforce 7.00am – 15.00pm Mon-Thurs and 7.00am - 14.00pm Friday with the exception of Sales and Accounts staff.</p> <p>Sales and Accounts staff working hours 39 hours per week flexible working but working only 4 days out of 5.</p> <p>Notice put up in reception for all visitors regarding signing in, washing of hands and social distancing.</p> <p>Additional signage put up on entrance to reception detailing site access control, building access for deliveries and visitor access.</p> <p>Sanitising station provided for visitors.</p> <p>Signage provided for: -</p> <ul style="list-style-type: none"> • Maintaining social distancing • Flooring distance markers • Hand washing procedure • Covid 19 symptoms

Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Office Staff</i></p> <p><i>Manufacturing Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p> <p><i>Cleaners</i></p>	<p>Postpone or reschedule visitors and contractors where practical.</p> <p>Review arrangements for non-essential scheduled contractor visits. Consider rescheduling if practical.</p> <p>Review maintenance and testing regimes – reschedule non-essential maintenance and servicing if safe to do so.</p> <p>Schedule maintenance work and contractors outside normal working hours to reduce contact with staff.</p> <p>Where applicable, liaise with landlords, managing agents and other occupiers to coordinate maintenance and contractor activities.</p> <p>Ensure that reception staff are aware of how to spot any symptoms of COVID-19.</p> <p>Send out communications to visitors and contractors in advance where practical.</p> <p>Review signing in and induction procedures for visitors and contractors.</p> <p>Consider introducing health questionnaires and self-declaration forms for visitors and contractors.</p> <p>Ensure that visitors and contractors are aware of current hygiene requirements.</p> <p>Provide hand sanitiser at signing in and/or require visitors and contractors to wash their hands on arrival.</p> <p>Review reception area layouts, remove unnecessary furniture and displays to create additional space.</p> <p>Remove magazines and other items from reception areas, which might be touched by visitors.</p> <p>Regularly clean down surfaces which visitors or contractors may have touched.</p> <p>Consolidate deliveries where possible.</p> <p>Review delivery/goods in points to minimise contact. Arrange drop-offs where possible.</p> <p>Consider screens for security personnel, and methods of reducing contact.</p> <p>Minimise contact by requiring drivers to remain within their vehicles where possible and safe to do so.</p>	<p>All unnecessary visits cancelled. No customer visits to site and no visits to customers being made by sales staff. Only essential deliveries and visits by contractors/visitors permitted.</p> <p>Symptoms of COVID-19 put up on notice boards in works canteen and staff noticeboard adjacent to reception area.</p> <p>Visitors/Contractors adhere to new Coronavirus visitor/contractor guidelines. Additional health questionnaires completed by visitors/contractors. Temperatures taken and recorded of visitors/contractors.</p> <p>Hand sanitiser provided at signing in station, in toilets and contractors/visitors requested to wash their hands</p> <p>Reception area cleaned down daily</p> <p>All deliveries made to bottom entrance.</p> <p>Drivers instructed to remain in their vehicles</p>

General Workplace Precautions		
Persons at Risk	Possible Precautions	Actions Taken
<p>Office Staff</p> <p>Manufacturing Staff</p> <p>Visitors</p> <p>Contractors</p>	<p>Nominate key staff with specific responsibilities and duties.</p> <p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure that only staff who cannot work from home attend the premises.</p> <p>If staff must attend the work premises, review work patterns, rotas and shifts to minimise the number of people who come into contact with each other.</p> <p>Review procedures for job-sharing and handovers – Arrange remote or virtual handovers where possible.</p> <p>Implement an “Essential Meetings only” Policy.</p> <p>Postpone or cancel meetings or gatherings which could create unnecessary contact.</p> <p>If meetings are unavoidable, ensure 2-metre distancing throughout.</p> <p>Instruct staff to follow good hygiene practices (Hand washing etc), and issue regular reminders.</p> <p>Display instructions, posters and notices. Provide information on company websites/intranet sites.</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>If necessary, introduce additional sanitising stations at key locations.</p> <p>Ensure that waste bins etc are emptied regularly.</p> <p>Consider non-touch bins (pedal bins etc.).</p> <p>Review cleaning regimes. Introduce additional cleaning of access control points, door handles, handrails, taps, toilets, telephone handsets, keyboards, and other frequently-touched surfaces.</p> <p>Provide facilities for waste to be double-bagged and quarantined for 72 hours before disposal.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Review procedures for cleaning and janitorial staff. Provide additional gloves and PPE if necessary.</p> <p>Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohabittees.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues.</p> <p>Develop procedures for responding to a member of staff reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.</p> <p>Review emergency and evacuation procedures to check that they are not compromised by COVID-19 adjustments and arrangements.</p>	<p>QHSE Manager to carry out daily clean of all desks, work surfaces canteen tables, door handles, telephone handsets keyboards and other frequently touched surfaces. Daily Cleaning Schedule Record Sheet updated on a daily basis.</p> <p>Regular government bulletins posted on works canteen noticeboard and office noticeboard.</p> <p>Essential meetings conducted on a needs must basis. All present to observe social distancing rules. Meeting room configured so that social distancing can be maintained.</p> <p>Good hygiene posters and notices displayed around the site.</p> <p>Additional sanitising stations put in place.</p> <p>Waste bins emptied on a daily basis</p> <p>See Daily Schedule Record Sheet.</p> <p>Disposable gloves provided for cleaning purposes.</p> <p>All staff with weakened immune systems are currently furloughed. Covid 19 Emergency Procedures implemented.</p>

Office and Administration Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Office Staff</i></p> <p><i>Manufacturing Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>Review layouts and rearrange desks and workstations to enable 2-metre distancing.</p> <p>Implement back-to-back or side-to-side working (rather than face-to-face) wherever possible.</p> <p>If necessary, introduce screens or physical separation between staff and/or visitors.</p> <p>Review use of copiers, printers, trollies and other shared office equipment. Restrict use and instruct staff to wipe down before and after use.</p> <p>Consider arrangements for storage, collection and distribution of stationery and supplies.</p> <p>Review post-handling – Avoid repeated and cross- touching.</p> <p>If necessary, introduce additional sanitising stations at key locations.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Avoid the use of hot-desks.</p> <p>Where hot-desking cannot be avoided, review layouts and ensure that equipment and surfaces are wiped down before and after use.</p> <p>Provide additional equipment (screen, docking station, keyboard, mouse etc.) where necessary to avoid sharing.</p>	<p>Office staff reduced and remaining staff are 2m apart</p> <p>Instructions for cleaning down copiers/printers implemented.</p> <p>Additional sanitising stations introduced.</p> <p>Desks cleaned on a daily basis</p> <p>No hot desking required. Layout of office means that social distancing is observed.</p>

Production and Manufacturing Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Office Staff</i></p> <p><i>Manufacturing Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>Review layouts and production processes to minimise cross-contact.</p> <p>If teams must work in close proximity, reduce exposure times where possible.</p> <p>Where possible, maintain shift groups and teams to reduce overlap and contact.</p> <p>Review procedures for operating and contacting machinery. Arrange for surfaces and controls to be wiped down before and after use (subject to machinery risk assessments).</p> <p>Avoid shared use of tools and equipment where possible. If unavoidable, provide non-absorbent gloves and introduce procedures for wiping down before and after each use.</p> <p>Review handling of materials and components to reduce cross-contact.</p> <p>Implement back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Review storage and issue of any PPE. Check that PPE is not being shared or transferred between users.</p> <p>Ensure that single-use PPE is disposed of, double-bagged and quarantined for 72 hours.</p> <p>Ensure that re-usable PPE is thoroughly cleaned between use.</p>	<p>Canteen desks rearranged to provide social distancing. Two canteen tables re-sited in main office.</p> <p>Disinfectant provided so that work surfaces and controls can be wiped down</p> <p>PPE used on the shop floor includes gloves, safety glasses and safety visors. Safety masks are available to be worn on request.</p> <p>Social distancing is observed during the issuing of PPE.</p> <p>Daily temperatures taken and recorded of all staff on site.</p>

Using Company Vehicles		
Persons at Risk	Possible Precautions	Actions Taken
<i>Delivery Drivers</i> <i>Engineers</i> <i>Sales Team</i> <i>Surveyors</i> <i>Consultants</i> <i>Advisors</i>	<p>Review requirements for staff to use company vehicles – Consider remote contact/servicing of Clients where practical.</p> <p>Provide staff with sanitisers and wipes to carry within their vehicle.</p> <p>Where vehicles are shared, require staff to wipe down steering wheels and controls etc before and after use, travel with the windows open where possible, and avoid face to face.</p> <p>Encourage staff to wear disposable gloves when refuelling vehicles.</p> <p>If staff have genuine concerns about travelling with colleagues, discuss these with them and consider reasonable, practical alternatives.</p>	<p>No visits currently being made to any customers by sales staff.</p> <p>Sanitiser provided to delivery drivers.</p>

Welfare and Rest Areas		
Persons at Risk	Possible Precautions	Actions Taken
<i>Office Staff</i> <i>Manufacturing Staff</i> <i>Visitors</i> <i>Contractors</i> <i>Cleaners</i>	<p>Rearrange seating and tables to maintain 2-metre distancing. Isolate tables and seating if necessary.</p> <p>Limit the number of people using kitchen/welfare areas to maintain 2-metre distancing.</p> <p>Stagger breaks if necessary.</p> <p>Wherever applicable, provide a takeaway service at canteens providing pre-prepared and wrapped food only.</p> <p>Provide bottled drinking water to reduce use of drinking points.</p> <p>Provide additional waste bins</p> <p>Introduce additional cleaning of kitchen/welfare areas.</p> <p>Encourage staff to bring pre-prepared meals and drinks where practical.</p> <p>Review facilities for storing additional meals and snacks (fridge etc.)</p> <p>Encourage staff to stay on site and take breaks outside where practical.</p> <p>Review equipment provided within kitchen/tea-making areas (Kettles, microwave ovens etc.) – Remove if not necessary.</p> <p>Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.</p> <p>Instruct staff to avoid sharing cups, utensils etc.</p> <p>Consider the use of reusable cups, or ask staff to bring their own cups, plates and cutlery etc to work.</p> <p>Avoid the use of portable toilets where possible.</p> <p>Review layouts and use of changing/locker rooms to maintain 2-metre distancing.</p> <p>Avoid sharing of lockers and other facilities.</p> <p>Review arrangements for the use of showers to avoid congestion.</p> <p>Review smoking areas to enable workers to smoke 2 metres away from each other. Provide additional smoking areas or increase size where possible.</p>	<p>Canteen seating rearranged and two tables moved into main office to maintain social distancing.</p> <p>Breaks staggered.</p> <p>Only one person permitted at kettle/microwave at a time.</p> <p>Distance markers placed on the floor to keep people apart during clocking in/out</p> <p>Only two people maximum allowed into the changing rooms at any one time.</p> <p>Additional sanitising/cleaning products provided to clean down surfaces and equipment.</p> <p>All work surfaces, tables, points of contact cleaned on a daily basis.</p> <p>All cups and utensils cleaned on a daily basis.</p> <p>Instructions for the use of Canteen Facilities issued</p> <p>Maximum of 2 people only in locker/changing rooms whilst maintaining social distancing guidelines.</p> <p>Instructions for the use of Smoking Shelter issued whilst maintaining social distancing guidelines.</p>

Attending Meetings, Visiting Clients, Attending Sites etc.		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Sales Team</i></p> <p><i>Surveyors</i></p> <p><i>Engineers</i></p> <p><i>Site Managers</i></p> <p><i>Consultants</i></p> <p><i>Advisors</i></p>	<p>Inform Clients that staff will be attending essential meetings and visits only.</p> <p>Offer Clients the option of video conference calls or meetings where practical.</p> <p>Encourage staff to hold meetings via conference calls etc where practical.</p> <p>Consider rescheduling service/maintenance/site visits to Clients where practical.</p> <p>Issue regular information sheets or bulletins to staff.</p> <p>Provide information to Clients and occupants in advance.</p> <p>Establish prior to visit if any occupants are suffering from coronavirus symptoms or are vulnerable/shielding.</p> <p>Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces.</p> <p>Encourage staff to follow official guidance relating to good hygiene procedures and limiting contact with other people.</p> <p>Provide sanitiser, wipes etc to staff visiting other sites/premises.</p> <p>Review storage and issue of any PPE. Check that PPE is not being shared or transferred between users.</p> <p>Encourage staff to raise any concerns regarding site welfare facilities.</p> <p>Encourage and empower staff to take sensible decisions if they suspect they might come into contact with infected persons during their work.</p> <p>Review requirements for off-site staff to visit the main premises/offices.</p>	<p>Clients informed that only essential visits will be undertaken</p> <p>Regular GOV.UK bulletins posted on office and canteen noticeboards.</p> <p>All staff encouraged to follow government guidance relating to good hygiene and limiting contact</p> <p>PPE is not shared.</p> <p>Off site staff will visit the main premises/site dependent on work capacity and skills constraints</p>

Incident Management and Business Continuity		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Office Staff</i></p> <p><i>Manufacturing Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p> <p><i>Cleaners</i></p>	<p>Develop COVID-19 Emergency Procedures and communicate to all necessary staff</p> <p>Consult with First Aiders and review procedures and instructions for First Aiders or other staff who could be more likely to come into close contact with staff.</p> <p>Provide COVID-19 CPR guidance to First Aiders.</p> <p>Develop procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Ensure that staff contact numbers and emergency details are up to date.</p> <p>Review HR, absence and sickness procedures.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p> <p>Develop contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p>	<p>Covid 19 Emergency Procedures implemented.</p> <p>Staff contact numbers and emergency details up to date.</p>



Coronavirus Risk Assessment Action Plan

Ref	Action	By Whom	By When	Status
1	No further actions required at this time. Reviewed and updated as required weekly.			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				