

COVID 19

Risk Assessment

Website Summary

July 2020

COVID 19 Risk Assessment Summary

The health, safety and wellbeing of our employees and customers is WittUK Group's highest priority and we will do everything reasonably practicable to minimise risks, there is a direct threat to health and wellbeing from transmission of the COVID-19, however we recognising you cannot completely eliminate the risk of COVID-19.

WittUK Groups approach is to follow official UK government advice.

Health and safety:

WittUk Group encourage people to wash their hands or use hand-sanitiser on arriving / leaving the site and after coughing and sneezing.

We support and encourage the following of Public Health England recommendations to help prevent people from catching and spreading COVID-19:

- Wash your hands with soap and water often – use hand sanitiser gel provided. See [hand washing guidance](#).
- Social distancing - Avoid close contact with people.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. [Catch it, Bin it, Kill it.](#)
- Put used tissues in the bin straight away.
- Clean and disinfect frequently touched objects and surfaces.
- Do not touch your eyes, nose or mouth if your hands are not clean.

We will communicate any changes to our policy in the event of official government advice and guidance changes between this risk assessment and the date of the event.

Full risk assessment is available on request.

Very Minor	Minor	Moderate	Major	Catastrophic		Very Likely	5	5	10	15	20	25		
Minor non-immobilising injury or trauma requiring minimal treatment	Non-immobilising injury or trauma but requiring significant first aid	Immobilising injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event	Likelihood	Likely	4	4	8	12	16	20	15-25	Unacceptable - Stop activity and make immediate improvements
						Fairly Likely	3	3	6	9	12	15		
						Unlikely	2	2	4	6	8	10	6-12	Action Required - Look to make improvements within specified timescales
						Very Unlikely	1	1	2	3	4	5		
					Risk Rating			1	2	3	4	5	1-5	Acceptable - No further action required, but ensure controls are maintained
								Very Minor	Minor	Moderate	Major	Catastrophic		
								Severity						

S – Severity, L – Likelihood, RR – Risk Rating: S x L = RR

Risk Factor	HM Government COVID 19 secure guidance	Current Risk Rating	Control Measures (Add any other control measures you will use)	Residual Risk Rating
Managing risk	To reduce risk to the lowest reasonably practicable level by taking preventative measures.	16	Revised shift patterns inc. home working & 4-day week Awareness notices for hand washing and surface cleaning. Social distancing including one-way system	8
Sharing the results of your risk assessment	Noncompliance with Covid 19 rules.	4	Risk assessment shared via team briefing Risk assessment and 'Staying COVID 19 secure in 2020' displayed on notice board and website	2
Who should go to work	That everyone should work from home, unless they cannot work from home.	8	Home working encouraged where practical. Reduced office workers to support business needs. Reduced manufacturing workers to maintain output.	4
Protecting people who are at higher risk	To protect clinically extremely vulnerable and clinically vulnerable individuals.	10	High risk persons are working from home where practical or protected via furloughed scheme. Worker on site have signed a disclaimer to continue working.	10
People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work.	1	If you encounter any of the symptoms or come into contact with a person tested positive, you and anyone you live with or within your support bubble, must self-isolate.	1
Equality in the workplace	To treat everyone in your workplace equally.	4	Individual risk ratings have been considered and for BAME, high risk and vulnerable persons appropriate communication and protection put in place	4
Social distancing at work	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites	12	Awareness notices and floor marking with one-way system. Screening and barriers . Gathering area capacity reduced. i.e meeting rooms, foyer	4
Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	8	Departmental entry and exit routes have been allotted. Specified parking bays have been allocated by site landlord. Hand wash or sanitise when entering and leaving site.	4

Risk Factor		Current Risk Rating		Residual Risk Rating
Moving around buildings and worksites	To maintain social distancing wherever possible, while people travel through the workplace.	16	Awareness notices and floor marking with one-way system. Restriction of numbers at gathering point. Magnetic openings for doors	4
Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations.	12	Workstation assigned to individuals with screening / floor markings. Create of working bubbles where practical.	4
Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	16	Face to face meeting discouraged. Meeting room capacity reduced to accommodate social distancing. Only necessary participants should attend.	8
Common areas	To maintain social distancing while using common areas.	12	Reception screens and barriers installed Meeting areas i.e. entry/exits, canteen, reception, meeting rooms, seating rearranged to maintain social distancing.	8
Accidents, security and other incidents	To prioritise safety during incidents.	12	Fire assembly point outside. Senior fire warden to control social distancing measures. Additional protection available for first aider.	8
Manage contacts	To minimise the number of unnecessary visits.	8	All visited to site must be authorised by MD. Visitors are discouraged from attending site. Visitor welcome pack and induction covering Covid 19	4
Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety.	12	Employee Covid 19 update briefing held July 20. Covid 19 Notice Board in place with relevant information. Visitors to be inducted prior to entering site.	4
Before reopening	To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: An assessment for all sites, or parts of sites, that have been closed, before restarting work.	1	Business remained open during Covid 19. Business is Covid 19 compliant Deep clean will be completed if a positive test identified.	1

Risk Factor		Current Risk Rating		Residual Risk Rating
Keeping the workplace clean	To keep the workplace clean and prevent transmission by touching contaminated surfaces.	12	Workplace sanitation available to allow cleaning of workstation and equipment. Sanitation stations placed at designated point to allow hand cleaning.	8
Hygiene –handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.	4	Signage provided to promote good handwashing. Sanitation stations placed at designated point. Facilities include hand cream, moisturiser and towels.	4
Changing rooms and showers.	To minimise the risk of transmission in changing rooms and showers.	8	Cleaner attend site daily after manufacturing working hours	8
Handling goods, merchandise, other materials and onsite vehicles.	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	12	Drivers encouraging to stay in their vehicles. Document handling discouraged Sanitation stations placed at Goods In.	8
(PPE) and face coverings.	To reduce transmission through face to face contact.	12	PPE available from stores – Gloves, face masks and visors. Face covering available in production meeting room.	8
Shift patterns and working groups	To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	8	Departmental shift patterns are split allowing for reduced level of group entry. Departmental entry and exit routes have been allotted.	4
Company Vehicles	To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	8	Single driver with allocated vehicle to reduce transition. Cleaning of shared vehicles, pallet trucks and forklift etc.	4
Deliveries to Other Sites	To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.	4	Information signage in place One-in one-out, one-way system Sanitation stations placed at designated point.	2

Risk Factor		Current Risk Rating		Residual Risk Rating
Returning to Work	To make sure all workers understand COVID-19 related safety procedures.	4	Covid 19 Notice Board in place with relevant information Working group sign off Risk Assessment.	2
Ongoing communications and signage	To make sure all workers are kept up to date with how safety measures are being implemented or updated.	4	Home workers and furlough persons have telephone contact with managers at regular intervals to assess well-being and inform them of business-critical articles.	2
Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centers, Despatch areas.	12	Single workers load or unload vehicles. / using the same pairs of people for loads where more than one is needed. Drivers encouraging to stay in their vehicles where this does not compromise their safety and existing safe working practice.	8
Overall Business Score				

Supporting documents for the WittUK COVID 19 Risk Assessment :-

- HM Government - Working safely during COVID 19 (10 July 2020)
- SOM (Supporting occupational health and wellbeing - Return to work guide
- BSI – Safe working during the Covid 19 pandemic
- IOSH – Covid 19 risk assessment guidance

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Date: July 2020.

Signed: *P Rennison*