

Mercian Labels Ltd - Covid-19 Risk Assessments

| Risk Assessment Team: | | RJ / PW | | | |
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| Overall guidance referred to: | | https://assets.publishing.service.gov.uk/media/5eb965d5d3bf715d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf any guidance not documented below has been reviewed and deemed unrelated to our Operation or not reasonably practicable to introduce. | | | |
| Identified hazards or Injury causes, highlighting risks: | | The overall hazard is the spread of Covid 19 to/from our staff, visitors or contractors. Any specific hazards not related to this will be documented in the risk assessment. | | | |
| Task / Activity / Area | Notes | Last Review Date | People at risk i.e. Staff, students, visitors, contractors or the public | Existing - Controls/Procedures/Key Behaviours | Further actions required |
| Accidents, security and other incidents | To prioritise safety during incidents. | 19.05.2020 | Staff, Visitors, Contractors | <ul style="list-style-type: none"> Existing H&S policy in place. Existing Risk Register updated to include Covid-19. | <ul style="list-style-type: none"> Fire Marshals and First Aiders to be briefed regarding distancing if an incident occurs and only keep a distance if it safe to do so. Also to be briefed regarding possible delays in emergency services. Discussion to be held regarding fire meeting point (difficult to keep 2 meters without spreading out across the car park and putting us at risk of oncoming traffic). |
| Changing rooms and showers | To minimise the risk of transmission in changing rooms and showers. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Single shower onsite used by one person only and therefore personal items fine, no risk of social distancing. In locker room, the same 2 Meter distancing policy is applicable. | |
| Cleaning the workplace | To make sure that any site is clean | 19.05.2020 | Staff | <ul style="list-style-type: none"> Twice daily rota for general worker to disinfect/clean commonly used areas (meeting rooms), but also all hand rails, door handles, light switches. Supply increased of cleaning items in case of shortage. | <ul style="list-style-type: none"> No document process for sanitizing areas if someone has been found or suspected of having covid (too informal). Refer to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings |
| Coming to work and leaving work | To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Discussed staggered carpark rotas and this is not feasible. Risk of multiple staff arriving or leaving at the same time. Ample space available for staff biking to work. Limit car sharing where possible. Clocking in machine is wireless so no touch required. | <ul style="list-style-type: none"> Consider implementing more 2m signs for entrance and exit areas. Encourage biking to work is a recommendation. Staff sharing cars to commute asked to consider wearing face coverings |
| Commonly used areas e.g Canteens | Objective: To maintain social distancing while using common areas. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Staff advised to keep 2 meters apart in canteens, and staff advised to alternate breaks to reduce the number of staff in a canteen at any one time. Additional hand gel and soap dispensers introduced to canteens. Staff urged to each lunch at their desks or outside to reduce the number of staff in a canteen (mainly production). Staff encouraged to stay onsite during lunch (e.g not visiting shops). Bins emptied frequently. Colleagues encouraged to bring food to work rather than going offsite. Staff advised to clean down table areas with cleaning equipment/wipes provided before and after use. Hand soap and sanitizer readily available at entrance/exit of canteens. | <ul style="list-style-type: none"> Remove the use of tea towels. Any touch opening bins should be left open. |
| Communication | To update staff of the covid situation and what procedures have been implemented. | 19.05.2020 | Staff | <ul style="list-style-type: none"> All staff have been advised to use phones for communication where possible, new phones have been installed in the factory, and Microsoft Teams recommended for group conversations. Where a meeting must take place, we have rules in place to limit the number of staff in meeting rooms (refer to Mercian Covid Alert Levels), and recommend staff to have stand up meetings in the main reception area, factory area or outside. Daily meetings are held in the factory to feedback on any Government advice or changes to rules and procedures, and to listen and react to any question Staff may have. Company news and COVID19 policy changes communicated via Yammer to all. This internal communication is also updated on our social media platform. | |
| Communications and Training | To make sure all workers understand COVID 19 related safety procedures. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Daily meetings are held in the factory to feedback on any Covid-19 related issues, or any questions staff may have related to Covid | <ul style="list-style-type: none"> Develop communication or any training materials for changes/new procedures for staff returning to work after furlough for example. |
| Communications and Training | To make sure all workers are kept up to date with how safety measures are being implemented or updated. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Weekly SMT to discuss Covid-19 situation including any current risks or actions that need to be implemented (including changes to working environments). This content is fed back to internal social media platform where relevant. Staff have the opportunity to comment and ask questions in an open forum. Changes to procedures or schedule changes are communicated to staff during distanced meetings or via internal social media platform. Changes to supplier performance (delays, shortages) and customer demand discussed and communicated on a weekly basis during the SMT / internal social media platform. Monthly meetings with all staff now cancelled, our internal social media platform is now the main communication method for company wide information. | <ul style="list-style-type: none"> Awareness of mental health at times of uncertainty, see https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 Consider more signage to promote distancing measures such as the 2020, 20 seconds hand washing, 2 meters, 0 excuses. |
| Entrance and Exit of the building - front Entrance | To maintain social distancing and to ensure appropriate safety measures are in place on arrival. | 19.05.2020 | Staff, Visitors, Contractors | <ul style="list-style-type: none"> Signage displayed at entrance to the building. Hand sanitizer gel mandatory and available at front door. Digital thermometer in place to check temperature of staff and recommended to wait 20 minutes after arrival to avoid fluctuations in temperature (e.g air con or heating on in car). Recommended twice daily. Staff advised to do home temperature checks if possible. Recommended twice daily. Procedure in place to advise usage of the thermometer and steps required if staff have temperature. | <ul style="list-style-type: none"> Consider propping doors open where they are not fire doors or required for ISO17712 if we can risk assess the safety of this activity. |
| Environment | To ensure a suitable working environment | | | <ul style="list-style-type: none"> Some natural air entered via reception area, staff encouraged to open windows to improve the flow of natural air. Existing air conditioning install in the majority of offices, regularly serviced and maintained. | |
| Equality in the workplace | To treat everyone in your workplace equally. | 19.05.2020 | Staff, Visitors, Contractors | <ul style="list-style-type: none"> No current issues raised specific to Covid 19. Existing equality taken into account with the company handbook. Visitor and contractors are under the same rules, all staff treated equally | |
| Handling goods, merchandise and other materials, and onsite vehicles | To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite. To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Quarantine of goods are specifically for items received with rules for quaranting items (+24 hrs boxes, 72+ hrs plastic wrapped items). Procedure in place that only goods in / goods out can remove items. Rules in place to reject any goods where covid procedures are not being followed by our couriers. Gloves, alcohol gel, wipes, available at rear door. Signage visible to all. No signing of paperwork policy in place. Barrier in place so delivery drivers / couriers cannot enter the building. Procedure in place for passing parcels to couriers (Pallet or floor only, no hand to hand transfer). All deliveries and collections sent to central point (Rear Entrance) to enforce strict goods in / goods out policy. No contact signing of paperwork mandatory. Delivery drivers encouraged to stay in their vehicles where safe to do so, to improve social distancing. All staff advised to stop personal delivery of items in order to reduce the number of packages entering the business, and the contact time between the goods in department and couriers. Bins available for disposal of packaging, emptied frequently. | |

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| Home Working | To ensure staff working from home can do so effectively. | | | <ul style="list-style-type: none"> Staff working from home have been provided suitable remote access equipment (company external IT support) also available 24/7. | <ul style="list-style-type: none"> Consider workplace locations when staff return from working from home and consider returning staff working in less populated areas first. Regular check ins with those working from home to be carried out to avoid feeling of isolation and to check wellbeing of home working colleagues. |
| Hygiene – handwashing, sanitation facilities and toilets | To help everyone keep good hygiene through the working day | 19.05.2020 | Staff, Visitors, Contractors | <ul style="list-style-type: none"> Hand washing facilities with soap and water available at all 3 canteens, and at each toilet. Existing alcohol sanitisation units available at factory entrance, factory goods in, factory goods out, and production canteen. Additional installs of alcohol units at front door, entrance to sales, entrance to upstairs. Staff advised to wash hands and sanitize hands frequently. Meeting rooms all have hand sanitizer bottles and 1 x personal issue bottle given to staff for desks. Staff working in offices and on machines given packs of alcohol wipes to clean their equipment and desks. TPM sheet updates to reflect the requirement to clean benches and equipment and the start of each shift. Signage used to build awareness of good handwashing techniques and frequency. Existing waste facilities, hand drying facilities assessed and fit for purpose. | <ul style="list-style-type: none"> More frequent reminders to maintain hygiene standards. |
| Managing Visitors | To minimise the number of unnecessary visits to our premises. | 19.05.2020 | Staff, Visitors | <ul style="list-style-type: none"> Encourage visits remotely (Microsoft Teams is our recommended platform). All non-essential visitors/contractors are currently delayed. For essential visitors/contractors (e.g machine breakdown) the following rules are adhered to: <ul style="list-style-type: none"> Limiting to one visitor at a time, and one visit (combine all tasks to one entry). Visitors asked to work out of hours if possible, or out of core working hours if not. All visitors are required to sign our visitor book, sign company guidance on covid before entry to the building, sanitize hands and use our entry thermometer to measure their temperature. Avoid all < 2 meter contact where possible, but if < 2 meter contact is unavoidable, face coverings should be worn by all staff/visitors in close proximity. All visitors are sent our company guidance on Covid in advance, and the rules for entry. If rules cannot be met, an additional contract will be sort or the visit will be cancelled. Additionally we ask for visitor covid statements in advance. | |
| Meetings | To reduce transmission due to face-to-face meetings and maintain social distancing in meetings | 19.05.2020 | Staff, Visitors, Contractors | <ul style="list-style-type: none"> See Communication section. Non-essential meetings cancelled. Hand sanitizer available in meeting rooms. | <ul style="list-style-type: none"> Avoid transmission during meeting (e.g pencils, paperwork). |
| Moving around buildings | To maintain social distancing wherever possible, while people travel through the workplace. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Movement around buildings discouraged unless absolutely necessary, see communication section. | <ul style="list-style-type: none"> Perhaps implement better markings on the floor around the building to promote one way walking or reduce the number of staff on communal routes (or passing points). |
| Personal Protective Equipment (PPE) and face coverings | To protect staff if required. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Existing H&S and PPE policy in place, and Covid-19 policy in place and available at the Reception Entrance. Avoid all < 2 meter contact where possible, but if < 2 meter contact is unavoidable, facecovering should be worn by the member of staff. Business not encouraged to use additional PPE (due to being outside clinical settings). PPE - specifically facecoverings for contractors should be provided by themselves - spare supply is available if the contractor does not have any. | <ul style="list-style-type: none"> coverings should be provided by us if require FOC as reusable personal issue PPE. If we deem face coverings to be appropriate for a specific preplanned activity, additional guidance in the form of a SOP should be produced (Wash hands before putting on the face covering, avoid touching face, change face covering if it is damp and at least daily, wash regularly). |
| Protecting people at higher risk | To protect clinically vulnerable and clinically extremely vulnerable individuals. | 19.05.2020 | Staff | <ul style="list-style-type: none"> During the Director review of all staff, any staff deemed vulnerable have been isolated in their own rooms with strict instructions regarding movement around the building. Floor markings have been introduced. Where risk has been identified with staff and their personal home lives, this has been reviewed on a 1-1 basis and full support has been given. Staff medically identified as clinically extremely vulnerable should shield. | |
| Providing and explaining available guidance | To make sure people understand what they need to do to maintain safety. | 19.05.2020 | Staff, Visitors, Contractors | <ul style="list-style-type: none"> Provide clear guidance on social distancing to any visitors, and the visitor remains the responsibility of the host. The host will ensure all rules and procedures are adhered to. Covid-19 policy has been introduced and is available at the Reception Entrance. | <ul style="list-style-type: none"> Refresher to staff regarding clear guidance on social distancing and what to do if this is breached and someone does not feel comfortable. |
| 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. | 19.05.2020 | Staff | <ul style="list-style-type: none"> No machines require 2 members of staff to operate and therefore minimal contact is in place. Where staff need to work close to other staff (e.g packing boxes, problem solving), this will be done at a distance of at least 2 meters. Before any <2m activity is started, it is considered by the Production Manager if the activity can be avoided, or in a different location. The Production Manager and Operations Director have assessed all Production staff to offer staggered shifts or night shifts where possible to reduce the number of staff on shop floor one one time. | <ul style="list-style-type: none"> Floor signs to mark 2 meters. Signage to remind staff of 2 meter distancing. Staff to be advised to raise concerns if they do not feel comfortable working in a certain situation or location. |
| Staff working on premises | That everyone should work from home, unless they cannot work from home. | 19.05.2020 | Staff | <ul style="list-style-type: none"> The Directors have reviewed all staff on site and have categorised these in terms of risk of loss/continuity to the business, based on this a number of staff have been moved to meeting rooms, and have been split up from their usual working groups, e.g previously 2 x designers in a room, 2 x tsas in a room, the split is now 1 x designer, 1 x tsa to avoid key staff loss. The Directors have reviewed all staff to assess who can work from home. Those staff able to work from home (such as BDMs) have been advised to. Minimal risk of well being issues due to the majority of external staff already working external. Company offered voluntary furlough to any staff who want it, considered on a case by case basis, and supported by company health and welfare scheme and our Executive Assistance as HR support. | <ul style="list-style-type: none"> Monitor the well being of staff working from home or in different locations to normal, and allowing them to stay connected to the rest of the workforce. Company health and welfare scheme re-socialised to remind staff to use it if required. |
| Workplaces and Workstations | To maintain social distancing between individuals when they are at their workstations. | 19.05.2020 | Staff | <ul style="list-style-type: none"> Office desks spaced at least 2 meters apart or staff moved to other rooms. | |
| Work-related travel | To avoid unnecessary work travel and keep people safe when they do need to travel between locations. | 19.05.2020 | Staff | <ul style="list-style-type: none"> All non-essential travel to be postponed if possible and use remote methods where available (see communication). If travel is a must, avoid groups of staff travelling together. No stay away from home permitted (to be updated following Government Advice). If delivering goods to other sites, these must be left for the other party and not exchanged hand to hand (with 2 Meter distancing adhered to). Paperwork should not be signed. PPE should be available for our staff delivering goods to customers if this is a must (Gloves, Wipes, Sanitizer). No staff travel via public transport and therefore there is no risk of having staff starting at the same time (in terms of increasing public transport contact). | |