



Workplace Risk Assessments

**Risk assessment and management of exposure of workers
in the context of COVID-19 Coronavirus**

Assessment Date - 14th May 2020

Revision No 1

A description of the people who work in or visit the area on a regular basis or from time to time and how often they are on site

- HUACI Manufacturing team - consisting of approximately 150 members of staff. The core hours of work are 8.00 - 5.00pm Monday to Friday for most employees. Some employees work the following shift pattern: 6.00am – 2.00pm, 2.00pm – 10.00pm and 10.00pm-6.00am Monday to Friday and in addition Saturdays and Sundays
- Visitors - approximately 2-8 visitors per week. All visitors are chaperoned throughout their visit by a member of staff.
- Delivery/collection drivers – approximately 20 drivers per day
- Security guard – 3 security guards every day over a 24hour period
- Contractors - 2 x Pest control. 8.00- 16.30pm. Every six weeks, on site for 4hrs
- 3 x External Auditors. Twice yearly. Full audits for 3 days, surveillance audits are for 1 day
- 2 x Electricians as required
- 1 x building maintenance as required
- 2 x vehicle maintenance as required
- Public - Access is prohibited. Only access to building and grounds is through security swipe card or intercom system. Security swipe card restricted access to most areas.
- Trespassers – Access prohibited. 8ft security fence surrounding whole of building and grounds.
Swipe card access into building and grounds.

Who might be harmed	Description of the hazard (in relation to the location)	Number and occupation of people affected (in relation to the location)	Risk assessment recommended? (If no, please explain)
<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	Spread of Covid-19 Coronavirus	Potentially up to 150 people	YES

WORKPLACE RISK ASSESSMENT

Area / Department: DSC Manufacturing	Responsible Person: All Managers	Assessment Date: 14/05/2020	Review Date: May 2021	Assessed By: Mike Taylor
Activity: Working in the Office, Warehouse and production area, operating machinery and manually handling components				

People at Risk:

Company Personnel					Non Company Personnel												
✓	General Employees	✓	Pregnant Workers	✓	Contractors	✓	Other Workers	✓	Members of Public	✓	Visitors	✓	Drivers	✓	Elderly Workers	✓	Workers with underlying health conditions

HAZARD, HAZARDOUS EVENT AND CONSEQUENCE	EXISTING CONTROL MEASURES	FURTHER CONTROL MEASURES
<p>Hazard: Spread of Covid-19 Coronavirus</p> <p>Risk of: Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> - Hand washing facilities with soap and water in place. - Stringent hand washing taking place. - See hand washing guidance. - Drying of hands using the air hand driers - Use >60% alcohol hand gel sanitisers after drying your hands 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also 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</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice, posters, leaflets and other materials are available for display.</p>
	<p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Good housekeeping refresher training for operators and staff</p> <p>Records of these check to be maintained</p>
	<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>HUACI have taken steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Also relocating workers to other tasks.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Record of these checks to be maintained.</p> <p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, HUACI have considered whether that activity needs to continue for the business to operate, and if so, Will take all the mitigating actions possible to reduce the risk of transmission between their staff.</p>

	<p>HUACI have designed processes to try, as much as possible, to comply with social distancing requirements.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<ul style="list-style-type: none"> Increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
	<p><u>Wearing of Gloves</u> Where wearing of gloves is a requirement of the job, adequate supplies of these are provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Safe disposal of used PPE collated in bin bags, tied and disposed of through our normal waste stream.</p>
	<p><u>PPE</u> - Where wearing of PPE is a requirement of the job, adequate supplies of these are provided. Staff will be instructed on how to remove face masks carefully to reduce contamination and how to dispose of them safely.</p> <ul style="list-style-type: none"> - Nitrile disposable gloves - Disposable face masks - Disposable workcoats 	<p>Staff to be reminded that wearing of face masks is only advised to be worn if social distancing is not possible.</p> <p>Safe disposal of used PPE collated in bin bags, tied and disposed of through our normal waste stream.</p>
<p>HAZARD, HAZARDOUS EVENT AND CONSEQUENCE</p>	<p>CONTROL MEASURES</p>	<p>FURTHER / CORRECTIVE ACTION</p>
<p>Hazard: Spread of Covid-19 Coronavirus</p> <p>Risk of: Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p>	<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <ul style="list-style-type: none"> - If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of HUACI will contact 	<p>Line managers will offer supports to staff that are affected by Coronavirus or has a family member affected.</p>

	<p>the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	
	<p><u>Drivers</u> All drivers have access to welfare facilities on the premise they visit as part of their work.</p>	
	<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>