

Coronavirus Risk Assessment				Risk Assessment - Existing Controls		Actions Identified		14						
				Risk Assessment - Existing Controls		Actions Completed		9						
HSE Guidance is linked in cell "I-4", please use this guidance when you have questions or queries - if this guidance does not answer your questions please contact Tony Baker EHS Manager 07471997177 or tony.baker@nonwovenn.com				Click here for HSE Guidance for factories and warehouses						Risk Assessment - Improved Controls				
Step No	Who could be harmed	Direct or Indirect COVID19 Transmission - Hazards	Existing Controls	Severity	Probability	Detailed Risk Assessment	Improvement Actions Required	Responsible Person	Target Date	Severity	Probability	Detailed Risk Assessment	Date Completed	
1	All employees	Indirect COVID 19 Transmission: Touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. & Direct COVID-19 Transmission: Transmission through droplets generated when an infected person coughs, sneezes or speaks. The above relates to all employees - any other or specific hazards are mentioned as per employees activities	Discourage handshaking – encourage the use of other noncontact methods of greeting. Hygiene Practices: Use proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitiser or disposable gloves). If social distancing cannot be maintained face coverings are required. See Non-001-003 Face coverings in a work environment Any employee demonstrating symptoms of COVID-19 notify your supervisor your supervisor or responsible person immediately For all referenced documentation please see the bottom of this risk	3	1	2	N	Ensure all procedures are followed - referenced procedures can be found at the bottom of this assessment All risks have been determined using the COVID-19 Hierarchy of risk Any questions or comments please direct them to the EHS Manager	All employees	30/06/2020	3	1	2	08/06/2020
2	Travel to work	Avoid public transport if possible (GOV.UK Guidance)	If this cannot be avoided the use of face coverings is advised Avoid touching face nose and mouth See Non-001-003 Face coverings in a work environment Wash hands or use hand sanitiser until proper hygiene practices can be performed. For the HSE guidance document please see cell I4	3	3	4	Y	Ensure all employees understand the risks associated to travelling to work and from work. (Covered in regular emails sent out through HR & COVID Coordinator) Posters placed in prominent areas advising of safe practices - Safer travel guidance for passengers information sheet - placed in prominent areas Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. If you can, wear a face covering if you need to use public transport and face coverings are available for issue	T Baker	29/06/2020	2	2	2	08/06/2020
3	Entry onto site for employees	Indirect COVID 19 Transmission: Direct COVID-19 Transmission:	Sanitiser is placed at clock in stations to clean hands Before beginning work use proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitiser or disposable gloves) Area is segregated with clear lines allowing social distancing	3	3	4	Y	Ensure employees entering site use the sanitiser sprays Encouraging open communications Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. employees to be reminded that wearing of gloves is not a substitute for good hand washing	Shift Managers or appointed persons	29/06/2020	2	2	2	
4	Office Activities: Meetings Face to face interactions Common Spaces - corridors, tearoom, office space	Sharing desks or work equipment has a potential to contaminate with people Who then touch eyes, nose, ears or mouth	Most office roles are home based currently - this is based on return to work. Practice social distancing (6 ft or 2 m) where possible. If social distancing cannot be maintained face coverings are required. See Non-001-003 Face coverings in a work environment Hygiene Practices: Use proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitiser or disposable gloves). Routine environmental cleaning and disinfection: Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, and work stations. Use a disinfectant spray or wipe, according to the label instructions. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. Use of restroom facilities, social distancing lines marked out on the floor, Wash basins and or urinals to have Perspex screens in place to allow protection , if this can not be done then wash basins and urinals to be been marked do not used next to each other to allow social distancing. Make use of video conferencing systems i.e. Teams	3	3	4	Y	Use the Hierarchy of controls (Bottom of spreadsheet) Before return to work date for office activities. Best practice is to give a deep clean of all office areas Posters placed in prominent areas advising of best practice Ensure breaks are taken and improved hand washing practices at given intervals but maintaining social distancing. No sharing of any work equipment - unless unavoidable, with a full clean down after each changeover and a signed log of users Office employees must adhere to social distancing at all times and must be positioned facing away from any other office employees in that included 2m rule Frequent cleaning of work areas and equipment between uses, using cleaning products provided by the business Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. employees to be reminded on a daily basis of the importance of social distancing employees to be reminded that wearing of gloves is not a substitute for good hand washing	Line Managers	29/05/2020	3	2	3	

5	<p>Shop Floor activities</p> <p>Line operators Sitting Operators Ashe Operators</p>	<p>Sharing desks or work equipment has a potential to contaminate with people then touching eyes, nose, ears or mouth before washing your hands.</p> <p>Sharing use of Forklift trucks and motorised pallet trucks has the potential to contaminate through touching eyes, nose or mouth before washing your hands.</p>	<p>See - Non-001-002 Dealing with Coronavirus</p> <p>Employee demonstrating symptoms of COVID-19 Instruct individuals to leave the work site or leave area yourself, notify your supervisor.</p> <p>Employees must immediately report such cases to Nonwovenn Coronavirus Coordinator and make every effort to maintain the individual's privacy.</p> <p>Social Distancing: Practice social distancing (6ft or 2m) where possible. If social distancing cannot be maintained face coverings are required.</p> <p>Use of proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth) Place hand sanitisers in multiple locations to encourage hand hygiene.</p> <p>When coughing or sneezing cover mouth and nose with a flexed elbow or tissue. Discard tissue immediately and clean hands with alcohol based sanitiser or soap and water</p> <p>Use of restroom facilities, social distancing lines marked out on the floor, wash basins and urinals have been marked do not use next to each other to allow social distancing</p> <p>Use of PPE Disposable gloves, face coverings - Must be worn at all times when social distancing cannot be achieved. See Non-001-003 Face coverings in a work environment</p> <p>Safe clean down of used lifting equipment i.e. pallet trucks, crane pendants, FLTS</p> <p>For the HSE guidance document please see cell I4</p>	3	3	4	Y	<p>Can we redesign the workplace to maintain social distancing, screens etc.</p> <p>Can we reduce space pressure by reducing the number of employees required to work in one area i.e. other duties that provide separation from other employees</p> <p>Where are the places where people find it difficult to avoid one another (e.g. workstation, stairs, walkways, canteens, toilets)</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Provide more hand washing or sterilisation facilities around the workplace and an alarm sounding every 30 min to stop and remind hand washing is required, supervision audits to ensure this occurs</p> <p>Identify the places where most people commonly touch (e.g. equipment control panels, handles, handrails, kettles, hot desk surfaces)?</p> <p>Cleaning is a vital control and any identified actions, if something requires cleaning which is not already being done then communicate to the facilities manager or shift manager". Frequent cleaning of work areas and equipment between uses, using the specified wipes by operators</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Shift briefings using social distancing</p> <p>Introduce one way systems around C7 & C3 for using restrooms or access to canteen Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. Using screens or barriers to separate people from each other. employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>employees to be reminded that wearing of gloves is not a substitute for good hand washing and wearing of</p>	Employees, line managers	29/05/2020	3	2	3
6	Cleaners	<p>Indirect COVID 19 Transmission: Touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.</p> <p>&</p> <p>Direct COVID-19 Transmission: Transmission through droplets generated when an infected person coughs, sneezes or speaks.</p> <p>If gloves are provided, the virus can still be transferred to the surface. If the wearer then touches their face, they could contract the disease.</p> <p>The wearing of a paper face mask may reduce the virus being spread from the wearer to others, the longer it is worn, the greater the potential viral loading on its surface.</p> <p>Touching the mask and then the face may increase exposure if masks are not changed regularly. If they are taken off and left lying around, this increases exposure to others who may come into contact with it.</p> <p>Plastic aprons will provide some protection for clothing, but rarely cover the sleeves which may come into contact with the face too.</p>	<p>We are using proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitizer or disposable gloves).</p> <p>Use of PPE Disposable gloves - Disposable Aprons - Face Shields - Surgical Masks (face coverings)</p> <p>Ensure cleaners have read and understood - Dealing with Coronavirus</p> <p>Follow up to date guidance from the HSE</p> <p>For the HSE guidance document please see cell I4</p>	3	3	4	Y	<p>Provide information and supervision</p> <p>Ensure masks and gloves are changed frequently and the disposal methods are strictly controlled.</p> <p>See Dealing with Coronavirus process</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>employees to be reminded that wearing of gloves is not a substitute for good hand washing</p>	Facilities Manager	29/05/2020	3	2	3
7	Maintenance	<p>Indirect COVID 19 Transmission:</p> <p>Direct COVID-19 Transmission:</p>	<p>Social Distancing: Practice social distancing (6ft or 2m) where possible.</p> <p>If social distancing cannot be maintained face coverings are required. See Non-001-003 Face coverings in a work environment</p> <p>Hygiene Practices: Use proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitiser or disposable gloves).</p> <p>Ensure maintenance has read and understood - Non-001-002 Dealing with Coronavirus</p>	3	2	3	N	<p>Provide information and supervision</p> <p>See Dealing with Coronavirus process</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>employees to be reminded that wearing of gloves is not a substitute for good hand washing</p>	Facilities Manager	29/05/2020	3	2	3
8	Engineering team Contract Engineers Carrying out Planned Preventative Maintenance Normal working practices - bowl changes etc.	<p>Indirect COVID 19 Transmission:</p> <p>Direct COVID-19 Transmission:</p>	<p>Practice social distancing (6 ft or 2 m) where possible.</p> <p>If social distancing cannot be maintained face coverings are required. See Non-001-003 Face coverings in a work environment</p> <p>Use proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitiser or disposable gloves).</p> <p>All contractors who deliver services must provide Risk Assessments & Method</p>	3	3	4	Y	<p>Provide information and training in proper use of PPE</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>employees to be reminded that wearing of gloves are not a substitute for good hand washing</p>	Engineering Manager	29/06/2020	3	2	3
9	Visitors Contractors Delivery Drivers	<p>Indirect COVID 19 Transmission:</p> <p>Direct COVID-19 Transmission:</p>	<p>Pre-screen only essential visitors i.e. statutory inspections, engineers for repair works</p> <p>Enabling drivers to access welfare facilities when required, consistent with other guidance.</p> <p>All genuine visitors / contractors who deliver services must provide Risk Assessments & Method statements on how they will comply with Nonwovenn requirements</p> <p>For the HSE guidance document please see cell I4</p>	3	3	4	Y	<p>Encouraging open communications</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always.</p> <p>employees to be reminded that wearing of gloves is not a substitute for good hand washing</p>	Line managers	29/06/2020	3	2	3

10	Forklift and mobile operated equipment drivers	Indirect COVID 19 Transmission: Direct COVID-19 Transmission:	Cleaning procedures for the parts of shared equipment they touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks. Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical. Follow up to date guidance from the HSE For the HSE guidance document please see cell 14	3	3	4	Y	Assigning Forklifts to individuals for the entire shift wherever possible and full clean down on changeover or at the end of shift using recommended cleaning products Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. employees to be reminded that wearing of gloves is not a substitute for good hand washing	Facilities Manager / Line Managers	29/05/2020	3	2	3	20/05/2020	
	11	First Aiders	Indirect COVID 19 Transmission: Direct COVID-19 Transmission:	All first aiders have been informed they must wear masks and disposable gloves and face masks when treating any casualties as a result of an incident. See - Non-001-008 Guidance for first aiders for COVID-19	3	3	4	Y	Ensure all PPE is available for first aiders Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Procedures to be provided that wearing of gloves is not a substitute for good hand washing Government guidance has stated the emergency procedures shall remain the same. If an alarm is sounding employees are to maintain the same procedures of leaving the building by the nearest exit regardless of the 2m social distancing rule currently in force.	First Aiders	20/05/2020	3	3	4	20/05/2020
	12	Emergency evacuations Fire Alarms Chemical Spills	Indirect COVID 19 Transmission: Direct COVID-19 Transmission:	Emergency evacuation procedures remain the same and is trained out at induction and periodically tested through planned fire drills	3	2	3	N	Procedures to be provided that wearing of gloves is not a substitute for good hand washing Government guidance has stated the emergency procedures shall remain the same. If an alarm is sounding employees are to maintain the same procedures of leaving the building by the nearest exit regardless of the 2m social distancing rule currently in force. Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	T Baker	20/05/2020	3	2	3	19/05/2020
	13	Home Workers	If continuous working from home - no significant risk If intermittent (going to work occasionally) then the risk increases Mental health and wellbeing can be significant for self isolation	DSE home workers assessment sent out to all home workers, using the guidance continued in the DSE assessment and asking to return a signed copy to say they understand the requirements See Non-001-004 DSE Temporary home workers guide Use proper hygiene practices (washing hands thoroughly, keep hands away from eyes, nose, mouth, use hand sanitiser or disposable gloves). Health and Wellbeing is provided by EAP and all employees were sent a letter	1	2	1	N	Procedures to be provided that wearing of gloves is not a substitute for good hand washing Resending out the EAP details for all home workers	HR	29/06/2020	2	1	1	28/05/2020
14	Returning to work	Employees returning to work may feel apprehensive regarding controls	Return to work assessment which will be carried out to ensure any and all risks are identified and appropriately reduced. See Non-001-006 Coronavirus return to work assessment A deep clean of areas currently under renovation and around specific areas will be carried out. Information will be made available to all returning employees regarding good hygiene practices and in poster formats. Sanitiser is available at all entrances and specific areas (corridors)	1	2	1	N	Ensure good hygiene practices are carried out frequently. Cleaning wipes and sanitiser is available at all times and well stocked.	T Baker	30/06/2020	1	2	1	08/06/2020	