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Health and Safety Risk Assessment

Covid 19 Control Measures

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Process	Activity	Hazard	Who is affected	What are the controls
Accounting	General Duties	Infection with Coronavirus	All	Work alternate days from home
All Processes	Entry to buildings	Infection with Coronavirus	All	Disinfection of footwear before entering building as per company policies
All Processes	Rest Areas	Infection with Coronavirus	All	Stagger breaks, follow specified seating plan and reduce time to 20 minutes
All Processes	Clocking	Infection with Coronavirus	All	Observe social distancing as per PHE guidelines, use hand sanitizer after clocking.
All Processes	Locker areas	Infection with Coronavirus	All	Control entry to ensure social distancing as per PHE guidelines. Stagger shift starts or keep belongings with you until area is clear
All Processes	Site Visitors	Infection with Coronavirus	All	No visitors unless critical to process. Notices displayed at main reception areas. Site induction and all procedures explained
All Processes	Entry to Buildings	Adverse reactions to foot disinfection chemicals during Coronavirus epidemic	All	Use disinfectants. Do NOT use Sodium Hypochlorite bleach due to possible dangerous reactions with other cleaning products and process materials.
All Processes	General Duties	Infection with Coronavirus through contact with door handles	All	Keep doors open where not required for other safety considerations. Other door handles cleaned twice per shift
All Processes	Entry to Buildings	Trip hazards from foot baths used during Coronavirus epidemic	All	Ensure that footbaths are secured to the floor properly and do not represent a significant trip hazard
All Processes	Wedging doors open	Fire: Wedging doors open on escape routes and protected stair wells during Coronavirus outbreak	All	Doors that must be kept shut to be clearly identified. Legal requirement (RRO 2005) takes priority over corporate policy.
Assembly General	Machine setting and shared workstations	Infection with Coronavirus	All	Use stylus on touch screen. Disinfect screens and shared workspaces at the end of each shift.
Facilities	Daily Cleaning	Infection with Coronavirus	All	Increase cleaning frequency for all areas, particularly door handles. Ensure surfaces remain un-cluttered to assist
Facilities	Deep Cleaning	Infection with Coronavirus	All	Fortnightly deep cleaning
Final Inspection	General Duties	Infection with Coronavirus	All	Observe social distancing as per PHE guidelines. disinfect shared workspaces at the end of each shifts
Finished Goods Inwards	General duties	Infection with Coronavirus	All	Observe social distancing as per PHE guidelines. disinfect shared workspaces at the end of each shifts
First Off Inspection	General Duties	Infection with Coronavirus	All	Observe social distancing according to PHE guidelines, disinfect all shared workspaces at end of shift
Goods Receiving	General Duties	Infection with Coronavirus	All	All delivery drivers to wait outside of building
Goods Receiving	Delivery Drivers Welfare Arrangements	Failure to provide drivers with welfare facilities during Coronavirus epidemic	All	Portable toilets and drinking water available outside of Jaeger works. Legal requirement (WHSW 1999) and overrides corporate policy
Hand Assembly	General duties	Infection with Coronavirus	All	Observe social distancing as per PHE guidelines. Ensure workspaces don't face each other directly. disinfect shared workspaces at the end of each shifts
Human Resources	General Duties	Infection with Coronavirus	All	Reduce contact time in the office by working every other day from home
Kitting	General Duties	Infection with Coronavirus	All	Observe social distancing within kitting area as per PHE guidelines
Moulding	General duties and weigh counting	Infection with Coronavirus	All	Observe social distancing rules, disinfect work stations at the end of shift
Moulding Machine Setting	Use of touch screens and shared terminals	Infection with Coronavirus	Machine Setters	All touch screen entry via stylus. Disinfect shared terminals at end of each shift
Order Processing	General Duties	Infection with Coronavirus	All	Reduce number of staff in office to absolute minimum by working from home
Pay Roll	General Duties	Infection with Coronavirus	All	Switch to home working
Product Approvals	General Duties	Infection with Coronavirus	All	Working from home until further notice. attending remote meetings by VC
Production Planning	General Duties	Infection with Coronavirus	All	2 Employees moved to home working. Remaining employee to observe social distancing as per PHE guidelines
Quality Assurance	General Duties	Infection with Coronavirus	All	Working from home where possible. Employees will come in on call when needed
IT Support	General Duties	Infection with Coronavirus	All	Working from home where possible. Employees will come in on call when needed
Sales and Customer Support	General Duties	Infection with Coronavirus	All	Reduce number of people in office to an absolute minimum by home working
Semi-Auto Assembly	Machine operation	Infection with Coronavirus	All	Observe social distancing as per PHE guidelines. Currently de-commission middle machine to ensure 2m distance is observed. Disinfect shared workspaces at the end of each shifts
Tool Making	General Duties	Infection with Coronavirus	All	Follow PHE social distancing rules.
Tool Setting	Data Entry	Infection with Coronavirus	All	Only one person to use the terminal on any shift, disinfect all keyboards at the end of the shift.