



Additional risk assessment and method statement for Coronavirus (COVID-19)

Glass Factory

*Additional risk assessment and method statement for
Coronavirus (COVID-19)*

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Risk Assessment



Contract:	Glass Factory , Additional risk assessment and method statement for Coronavirus (COVID-19)				RA	116	
Task / Activity:	Contact with people during the Coronavirus (COVID-19) pandemic - Glass Factory Operations						
Date Conducted:	7 May 2020	Review by Date:	As required	Date Reviewed:	11 May 2020	Revision:	1

	Task/Hazard	Hazard Effect	At Risk	Controls to reduce the risks	Severity	Probability	Risk Score	Risk Rating	Completed
116	Glass unit manufacturing - it is not possible for factory operatives to work from home.	Contracting Coronavirus (COVID-19). Passing on Coronavirus (COVID-19).	All	<ul style="list-style-type: none"> Phased return of staff numbers. Meet and greet operatives on first day, issue memo on updated procedures, create an open discussion - serves as an induction. Engage with the workforce and listen to suggestions regarding their individual needs at work. Keeping everyone up to date with changes etc - use notice board near clock-in area. Identifying those with increased risks or anxieties. Management and supervision - to ensure new controls are adhered to. Initiate implementation checklist with actions and timescales. Review the layout of the factory, and decide on one-way system, bespoke traffic routes and no-go areas. Mark areas around workstations where possible to keep people distanced from each other. Construct barrier/screen where distancing measures can't be met Set up local hand sanitising station for those entering the factory and when leaving. Encourage/instruct operatives to wash hands more frequently, especially before/after breaks and wc visits. Limit the number of people in smaller areas such as wc. One-way system into the factory, with marked floors to maintain distance. Control the number people entering the factory so that they have time to wash hands upon entering. Eliminate or reduce the need to work face to face - consider altering workstations, barriers etc. Keep those working close together doing the same task. Stagger break-times. Encourage outside breaks - make sure distancing is followed (mark-out 2m intervals). 	5	2	10	Med	Yes

RA_116_Coronavirus_Glass Factory_v1	Authorised: Paul Furness	Signed:	Dated: 11 May 2020
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	Task/Hazard	Hazard Effect	At Risk	Controls to reduce the risks	Severity	Probability	Risk Score	Risk Rating	Completed
				<ul style="list-style-type: none"> • Put up appropriate signage, on the floor and around the building. <ul style="list-style-type: none"> ○ No entry ○ 2m distancing ○ One-way system ○ Entrance/Exit only ○ One person in this area ○ Hand wash advice sign ○ One person in aisles • Increased cleaning for canteen/wc and factory - especially at the end of the working day. • Encourage/enforce better housekeeping from operatives. • Soap and spray available to clean frames between stations/operations • Eliminate/reduce the sharing of tools (sanitise if having to share). • Issue COVID-19 specific PPE at the handwash stations • Review first aid measures, location, and procedures. • Review and convey general emergency evacuation procedures. • Review system if there is an outbreak of coronavirus within the factory. • Ensure that operatives know what to do if they think they have developed any symptoms whilst at work. • Limit to one person only access to the aisles in the storage area - notice on each aisle. • Restrict and limit access to the office areas / managers office, 'Sid's' office. • Regular review of RA and implementation. 					

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