

RISK ASSESSMENT RECORD SHEET

Company Name:			BTS Fabrications Ltd				R.A. No: 046		Page 3 of 3	
Name of Person(s) carrying out the Assessment:			D B Atkinson		Signed when completed		<i>David Atkinson</i>			
Activity being assessed:			Infection / Spread of Covid-19		Date of assessment		01/05/2020			
What are the Hazards?	Who might be harmed?	Risk before Controls	What are you already doing?	What further action is necessary?	Risk after Controls	Action by whom?	Action by when?	Done / Signed		

Spread of Covid-19	<ul style="list-style-type: none"> Staff Visitors Contractors Delivery Drivers Anyone who comes into contact with BTS Employees in relation to our business 	High	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water are in place Hand washing guidance is located at all relevant locations Drying of hands with disposable paper towels and ensure these are always available Gel sanitisers to be provided in area where washing facilities are not readily available 	<p>Employees are to be reminded on a regular basis to wash their hands for at least 20 seconds.</p> <p>They will also be reminded to catch coughs and sneezes on tissues (provided by BTS) and then dispose of the tissue</p> <p>Employees will also be reminded to avoid touching their face hands and mouth with unclean hands</p>	Low		Weekly Reminder Briefing		
		High	<p>Cleaning</p> <ul style="list-style-type: none"> Regular cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use i.e. Door handles, light switches, and handrails Clean desk policy in offices to enable regular cleaning Removing waste and personal belongings from the workspace at the end of a shift 	<p>Employees to ensure the workstations are fully cleaned using disposable paper and disinfectant available at cleaning stations</p> <p>Disposable gloves to be used to clean any workstation if it is not your own</p>	Low				

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		High	<p>Social Distancing</p> <ul style="list-style-type: none"> • Social Distancing implemented throughout the business • Business to run with the minimum number of employees required • Staff who can work from home to be encouraged to do so and supported by the company where practical • Virtual meetings or conference calls to be used instead of face to face meetings • Operator workstations and anywhere queues can form to be marked with 2 metre exclusion distance • Rest room areas to operate a one in one out policy • One way systems implemented where practical to aid with social distancing • Staggered breaks and reduced personnel on each break period, 5mins extra to be given on each break period to promote and ensure hand washing and cleaning requirements are met 	<p>Staff to be reminded daily of the importance of social distancing. Staff levels will be reviewed daily and weekly This will be reviewed on an individual basis</p>	Low					

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			<ul style="list-style-type: none"> Only nominated employees to enter office areas each day Essential Visitors to site, such as delivery drivers are to adhere to our Covid visitor policy Screen sharing using MS Teams for reviewing and sharing 3D models to ensure social distancing 	<p>Non-essential visitors not to be allowed on site Policy to be reviewed and communicated to relevant people and be placed on the website This is to be sent to any customer who wished to collect orders All staff to be issued with a copy of this policy</p>	Low					
		High	<p>Sharing of Equipment</p> <ul style="list-style-type: none"> Equipment should be cleaned down before being used by another person 	<p>This include FLT's, machines and company vehicles. Gloves should be worn when operating equipment</p>	Low					
			<p>PPE</p> <ul style="list-style-type: none"> Where this is necessary as part of current risk assessments PPE must still be worn and will be provided by BTS 	<p>Disposable gloves to be worn when cleaning areas that are not your own</p>						
		High	<p>Employees with Underlying Health Conditions</p> <ul style="list-style-type: none"> Employees who are classed as 'Clinically Extremely Vulnerable' should not attend work 	<p>Manager to have discussions with these members of staff</p>	Low					

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			<ul style="list-style-type: none"> Employees who are classed as clinically vulnerable 	Home working to be explored if possible, if this is not possible then they should be offered the option of the safest on site roles enabling them to stay 2 metres away from others						
		High	<p><u>Employees Presenting Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> Employees presenting symptoms of Covid-19 are to be sent home immediately. Symptoms include a high temperature and a new continuous cough If a member of staff or public who were recently on our premises develop symptoms of Covid-19 the management team will contact the Public Health Authority to discuss the case and follow all appropriate actions required 	Signage to be placed at all machine locations highlighting symptoms associated with Covid-19	Med					
			<p><u>Mental Health</u></p> <ul style="list-style-type: none"> Management will promote mental health and wellbeing awareness to staff and support wherever possible 	Regular news letter with updates for furloughed staff and promotion of an 'open door' policy						

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Process Operatives

I confirm that I have read and fully understand the contents of this Risk Assessment and will comply with the Safe Working Procedure and controls Documented.

<u>NAME</u>	<u>DATE</u>	<u>SIGNATURE</u>

Amendment details

<u>Revision</u>	<u>Date</u>	<u>Details</u>	<u>Signature</u>