

## RISK ASSESSMENT

LOCATION	TASK / ACTIVITY	RECORD NO.	DATE OF ASSESSMENT						
			12 May 2020						
Moody Direct Ltd West Carr Road Retford Notts	Covid 19 workplace assessment	RA-015	DATE ASSESSMENT REVIEWED						
ASSESSMENT PREPARED BY		REVIEWED AND APPROVED BY		DATE NEXT REVIEW IS DUE					
Yvette Hodgson		Paul Hayward		1 June 2020					
DETAILS OF HAZARD	PERSONS / PLANT AT RISK	S	P	RISK	CURRENT CONTROL MEASURES	S	P	RISK	FURTHER CONTROLS NEEDED?
Potential for worker to be living with a confirmed case of Covid 19 or someone with symptoms of Covid 19, or have had close contact with a confirmed (tested positive) case (within 2 meters for 15 or more minutes)	Employees / visitors to site / persons in contact during commute to and from the workplace	3	2	High	To follow government advice of self –isolation for 14 days to ensure that worker does not show symptoms themselves. Workers will not be able to come to work until 14-day isolation has been completed. Worker should contact the Office immediately once this is suspected. Staff members have been given written updates on self-isolation rules. Should worker show symptoms within this time, further isolation rules should be applied. Worker should then self-isolate for no less than 7 days from the onset of their own symptoms. Worker can return after 7 days if symptoms	3	1	Medium	Continued reminders to staff regarding government guidance.

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					<p>have gone. If symptoms are still present, worker should not return until well.</p> <p>As an employer of essential workers the government has registered Moody Direct Ltd to use the employer referral portal as part of the national testing programme. Any employee who requires testing should contact G.Newton or D.Tomlinson.</p>				
Potential for suspected case whilst working on site	Employees / visitors to site / persons in contact during commute to and from the workplace	3	2	High	<p>If a worker develops a high temperature at work, or a continuous (new) cough they should</p> <ol style="list-style-type: none"> <li>1) Advise a member of the management team in a safe manner without coming into close contact and avoiding touching anything</li> <li>2) Return home immediately, avoiding touching where possible</li> <li>3) Follow government guidance on self -isolation and not return to work until that period of isolation is over.</li> </ol> <p>As an employer of essential workers the government has registered Moody Direct Ltd to use the employer referral portal as part</p>	3	1	Medium	<p>Continued reminders to staff regarding government guidance.</p> <p>Notices to be placed around the site with guidance specifically relating to Covid-19.</p> <p>Continue to review any new government advice as it occurs</p>

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					of the national testing programme. Any employee who requires testing should contact G.Newton or D.Tomlinson.				
Potential for worker to show symptoms whilst at home	Employees / visitors to site / persons in contact during commute to and from the workplace	3	2	High	<p>Employees should then self-isolate for no less than 7 days from the onset of their own symptoms. Worker can return after 7 days if symptoms have gone. If symptoms are still present, worker should not return until well. If worker does not get better and symptoms worsen, they should follow government/NHS advice on NHS111 online and telephone. Workers have been provided with government guidance. As an employer of essential workers the government has registered Moody Direct Ltd to use the employer referral portal as part of the national testing programme. Any employee who requires testing should contact G.Newton or D.Tomlinson.</p>	3	1	Medium	<p>Continued reminders to staff regarding government guidance.</p> <p>Notices to be placed around the site with guidance specifically relating to Covid-19.</p> <p>Continue to review any new government advice as it occurs</p>
Potential for spread without symptoms	Employees / visitors to site / persons in contact during commute to and from the workplace	3	2	High	<p>Employees should follow all hygiene rules as set down by NHS/government. Handwashing must take place regularly, and must be completed on entry/exit to the building. Guidance on hand washing placed in washing areas. Hand towels</p>	3	1	Medium	<p>Where a toilet has more than one cubicle, a marker that can be moved by foot e.g. floor sign will be used to indicate the toilet space is in use and no-one else should enter the restricted space.</p>

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				<p>should be used to dry hands and placed in bins afterwards. Bins emptied daily.</p> <p>Internal doors will be propped open to prevent touching handles (where these are not fire doors).</p> <p>Employees should follow social - distancing rules (2 meters). 2 metre markers have been placed around areas of entry eg. Rest areas, toilets, walkways.</p> <p>Workstations are minimum 2m apart. Employees must not breach this distance unless required for specific work, i.e.:</p> <p>Working on equipment in the workshops / Supervising apprentices.</p> <p>Where the 2m distance cannot be maintained, respiratory protective equipment must be worn and the activity to be kept to the shortest time possible.</p> <p>Office equipment will not be shared as far as possible. Where equipment such as photocopiers are shared, employees will be expected to wipe surfaces clean before and after use.</p> <p>Equipment shared in the works areas must be wiped between</p>		<p>Consider fixing 'foot handles' to inside toilet doors to limit contact.</p>
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				<p>users e.g. forklift truck controls, pallet truck handles.</p> <p>Staggered start/finish to be introduced as required as larger numbers of staff return to the workplace.</p> <p>Homeworking will be encouraged and provision made to facilitate this where practical.</p> <p>Breaks/lunches are to be staggered as larger numbers of staff return to work – workers should stick to times to ensure low risk of transmission. Workers should keep 2 metre distance during break/meal times.</p> <p>Employees are prohibited from preparing food / drinks for other employees until further notice to prevent contamination.</p> <p>Disinfectant products are available for all surfaces used by employees. All employees are expected to wipe all surfaces clean before and after use. Notices placed and regular checks completed by the management team.</p>			
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				<p>Hand sanitiser to be used after using stairs – we encourage employees to use the handrails for safety, but must clean hands after use.</p> <p>Increased cleaning of public areas such as All toilets, All Kitchens, All Break Rooms, All Handrails &amp; All Door Handles. As a minimum this is to be completed daily.</p> <p>Where a person coughs/sneezes, this must be done into a tissue (if no tissue, should be done into crook of elbow) and tissue placed immediately into a bin. All bins in work areas will be emptied daily.</p> <p>Meetings are discouraged until further notice. Where a meeting is absolutely necessary, chairs will be a minimum of 2m apart and numbers of attendees will be limited as far as possible. Meeting tables, door and chairs will be wiped clean before and after the meeting.</p> <p>Employees should follow adherence to government guidelines when outside of work to minimise the risk of transmission</p>			
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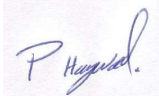
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Worker may have received a letter from NHS expressing that they are to shield due to pre-existing condition	Operators	3	1	Medium	Worker should speak to the Directors regarding their personal situation on receipt of NHS advice. Should the worker wish to take shielding advice, they should be allowed to do so and not attend work for the period in question.	3	1	Medium	
Risk of transmission from visitors to site	All staff	3	2	High	All non-essential visits to site have been stopped. Only essential visits to take place for example, repairs to machinery, machinery testing/inspection. Social distancing of 2 metres must take place and visitors must wash hands before entry and exit. On the rare occurrence where 2 metre distance cannot be done, Gloves and mask to be worn.	3	1	Medium	Declaration of no symptoms form for visitor and household to be completed by all visitors.  Moody Direct staff member to sign visitors into site – to avoid visitor contact with sign-in book/pen.
Risk of transmission through delivered goods or delivery personnel	All staff	3	2	High	2 metre distance to be adhered to at all times, where this is not possible, mask and gloves to be worn by employee. Hand washing must be completed after receipt of goods.	3	1	Medium	

P:Likelihood		S:Severity		R:Risk(P x S) - consider degree of possible injury and number affected
1	Unlikely	1	Minor	1 - 4 Low
2	Possible	2	Moderate	5 -15 Medium

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	3 Likely		3 Major		
	4 Probable		4 Serious		<b>16 - 25 High</b>
	5 Certain		5 Catastrophic		

<b>ASSESSMENT PREPARED BY:</b>		<b>ASSESSMENT APPROVED BY:</b>	
Name:		Name:	Paul Hayward
Position:		Position:	Factory Manager
Signature:		Signature:	
Date:		Date:	13/05/2020
<b>I acknowledge that I have been taken through the hazards highlighted by this assessment (RA-015) and will adhere to the controls that have been explained to me.</b>			
Employee name:		Date:	
Employee signature:			
Employee name:		Date:	
Employee signature:			
Employee name:		Date:	
Employee signature:			