



ENTERPRISE WAY
FLITWICK
BEDFORDSHIRE
MK45 5BS

TEL: 01525 716603
FAX: 01525 718595

Email: enquiries@ruddy.co.uk

RISK ASSESSMENT SUBMITTAL SHEET

DOCUMENT No.: RUD-RA002 - Rev: 00.

DOCUMENT TITLE:
COVID-19 RISK ASSESSMENT; OFFICES


FOR

RUDDY JOINERY LTD

ENTERPRISE WAY
FLITWICK
BEDFORDSHIRE
MK45 5BS

REASON FOR ISSUE:

Rev:	Date:	Comments:
00	15-MAY-20	Submitted for Implementation and Communication to Workforce.

PART 1: Background Information							
Risk Assessment Title: COVID-19			Reference Number; RUD-RA002 R00				
Persons Involved:			Management, workers and visitors.				
Describe activity:			Office Administration and Management for the Manufacture of Joinery, RudWall, Storage and Delivery to Sites.				
Work Area:			2No. Neighboring Offices Adjoining Factory Premises.				
Describe equipment in use by operatives:			N/A				
Persons Involved who may be harmed and how:			Management, Staff and Visitors to site by transmission of COVID-19:				
All employees should be encouraged to work from home unless it is impossible for them to do so:			Before allowing Staff to return to the Office, Line Managers are to confirm why it is necessary for them to return. Reason; By; Signed; A Self Assessment Form must be signed off by the Managing Director prior to returning.				
Businesses and workplaces should make every possible effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every effort to comply with the social distancing guidelines set out by the government. The following Control Measures set out how social distancing will be maintained, therefore keeping people 2 metres apart from those they do not live with.							
All mitigating actions identified in this Risk Assessment MUST be followed to reduce the risk of transmission as far as possible. Offices and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within the Government's document 'Working safely during COVID-19 in offices Guidance for employers, employees and the self-employed'.							
Person Conducting Assessment:		 Gareth Head; Ruddy H&S Manager.		Date:	15-MAY-20	Date to be Reviewed:	15-JUL-20 Or when Gov Guidance is revised
Risk = Likelihood x Severity							
Severity	5	5	10	15	20	25	Likelihood
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	
				Likelihood		Severity	
				Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very Likely Rating 5 = Almost Certain		Rating 1 = No injury, damage, sickness or loss (with no time off). Rating 2 = Minor injury or illness, minor damage or loss (and up to 3 days off). Rating 3 = Substantial damage or loss (over 3 days off). Rating 4 = Major injury or illness disabling Rating 5 = Fatality or injury illness	
1-5	Acceptable / Low	6-12	Further Review / Medium	15-25	Unacceptable Risk / High		

PART 2: COVID-19 RISK ASSESSMENT & MITIGATION CONTROLS. ASSESS THE RISK (DETAILING CURRENT CONTROL MEASURES)							
Hazard	1	2	3	4	5	6	7
	Factors of Harm		Calculation of Risk	Mitigation Control Measures	Factors of Harm		Residual Risk
	L'hood	Severity	Col 1x2 Low/Medium/ High		L'hood	Severity	Col 5x6 Low/Medium/High
Risk of Transmission of COVID-19	4	5	20 HIGH	<p>GOVERNMENT GUIDANCE – SELF ISOLATION; The Government has advised that anyone who meets one of the following criteria should not come to work: Has a high temperature, a new persistent cough or a loss of, or change in, your normal sense of taste or smell (anosmia); Is a vulnerable person (by virtue of their age, underlying health conditions, clinical condition or are pregnant); Is living with someone in self isolation or a vulnerable person. Staff will be reminded daily to only come into work if they are well and no one in their household is self-isolating.</p> <p>SELF ASSESSMENT FORM; You will need to complete a Self Assessment Form before you return to work.</p> <p>WORKING HOURS; Working hours will initially remain as normal; 08:00 to 17:00. The Company may implement a split shift or alternate days working pattern to maximise production while managing occupancy levels and maintaining the social distancing requirements. Staff will be assigned to the same shift teams to limit social interaction. Staggered Allocated arrival / departure times at set intervals to be considered.</p> <p>GETTING TO WORK; Arrive on your own in your own vehicle, cycle or walk. You are not to use Public Transport unless you have no other option AND you can maintain social distancing while doing so. Avoid busy periods.</p>	2	5	10 MEDIUM

PART 2: COVID-19 RISK ASSESSMENT & MITIGATION CONTROLS. ASSESS THE RISK (DETAILING CURRENT CONTROL MEASURES)							
Hazard	1	2	3	4	5	6	7
	Factors of Harm		Calculation of Risk	Mitigation Control Measures	Factors of Harm		Residual Risk
	L'hood	Severity	Col 1x2 Low/Medium/ High		L'hood	Severity	Col 5x6 Low/Medium/ High
Risk of Transmission of COVID-19	4	5	20 HIGH	<p>ACCESS INTO THE PREMISES: When entering site in the morning, we will be operating a strict 2m social distancing rule. Enter each office via its main entrance door, que up 2m apart while waiting to clock in complying with the markers on the floor. At the end of the day, leave maintaining the 2m rule, Clock Out and exit the building via the main receptions. Internal Doors may be propped open during the day but must be closed and secure at all other times. All operatives will be permitted into site and out of site a maximum of once per day. Access outside of site to visit local shops etc is not permitted. Use the hand sanitiser located at entrances and exits upon arrival and when leaving, at the beginning and end of every break, and whenever you pass them. No visitors will be permitted on site until further notice.</p> <p>ACCESS & EGRESS AROUND THE PREMISES; Social distancing to be implemented throughout the premises. Strictly follow the 2m rule when walking around and using the Welfare Facilities. Always maintain 2m rule when passing other people on access routes, stairs and corridors. This will mean that you may have to walk away from someone coming the other way until there is a 2m space for you to pass, or wait in an area large enough from someone to pass you while maintaining the 2m rule. A one way system has been considered but is not deemed practical. Access routes will be marked on the floor. Do not walk around unnecessarily. Use the phone to talk to colleagues. No access is permitted between the Joinery and RudWall offices.</p> <p>DESKS; A Desk Layout has been produced to ensure that the 2m rule can be maintained. Staff should sit facing away from each other. Desks are to be allocated to individuals so that 2m rule is always enforceable. Desks are not to be shared by employees, even if they are working different shifts. Desks that are not to be used will have appropriate signage installed. Staff to clean desks and equipment before and after each day, and before and after eating. Store your personal belongings safely at your desk.</p> <p>EXCLUSION ZONES; Your work area must be an 2m exclusion zone which will be marked on the floor around desks.</p>	2	5	10 MEDIUM

PART 2: COVID-19 RISK ASSESSMENT & MITIGATION CONTROLS. ASSESS THE RISK (DETAILING CURRENT CONTROL MEASURES)							
Hazard	1	2	3	4	5	6	7
	Factors of Harm		Calculation of Risk	Mitigation Control Measures	Factors of Harm		Residual Risk
	L'hood	Severity	Col 1x2 Low/Medium/ High		L'hood	Severity	Col 5x6 Low/Medium/ High
Risk of Transmission of COVID-19	4	5	20 HIGH	<p>2 PERSON WORKING; IS NOT PERMITTED AS THIS BREAKS THE 2M RULE.</p> <p>USE OF OFFICE EQUIPMENT; Equipment must only be operated by one person at a time. For example, if someone is using the photocopier, do not approach and maintain the 2m rule. Hand Sanitiser must be used before and after using equipment. Switches, operating screens, etc MUST be cleaned with wipes before and after use. Do not lend items such as pens, staplers, hole punches etc to other people.</p> <p>KITCHEN; Only one person shall use the kitchen facilities at a time. If someone is in the kitchen, do not approach, maintain the 2m rule and return when the kitchen is free. All staff are required to clean their hands upon entry and exit into the kitchen. Lunch times to be staggered. Microwave, toaster, refrigerator, kettle and tap etc must be cleaned with antibacterial products between uses. Staff to clean them before and after use. Surfaces that are touched regularly, such as worktops, cupboard handles, etc to be cleaned between each use by staff with antibacterial products. You are asked to bring in pre-prepared meals and refillable drink bottles from home. Please be as quick as possible when using the Kitchen. Do not make drinks or food for other Staff. Crockery, eating utensils, cups etc. must be washed and dried between use. All rubbish should be put straight in the bin and not left for someone else to clear up.</p> <p>TOILETS; 2m rule must be observed. Therefore only one person is allowed in the toilet at any one time. A sign is to be used when occupied. Signage within on good hand washing technique. Wash or sanitise hands before and after using the facilities. Use paper towels for drying hands. Enhanced cleaning regime in place for toilet facilities, particularly door handles, locks and the toilet flush. Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. Facilities to be thoroughly cleaned each evening.</p>	2	5	10 MEDIUM

PART 2: COVID-19 RISK ASSESSMENT & MITIGATION CONTROLS. ASSESS THE RISK (DETAILING CURRENT CONTROL MEASURES)							
Hazard	1	2	3	4	5	6	7
	Factors of Harm		Calculation of Risk	Mitigation Control Measures	Factors of Harm		Residual Risk
	L'hood	Severity	Col 1x2 Low/Medium/ High		L'hood	Severity	Col 5x6 Low/Medium/ High
Risk of Transmission of COVID-19	4	5	20 HIGH	<p>AIR CONDITIONING / WINDOWS / VENTILATION; All available windows and doors should be opened to maximise natural ventilation. Staff should wear additional clothing for comfort should temperature dictate. The central heating system should be used as the primary means of heating. The Air Conditioning System may be used to heat or cool. However, all windows MUST be opened during use. This is because the system does not bring in outside air. Relative Humidity must be above 40%.</p> <p>SMOKING AREA; 2m rule must be observed.</p> <p>FACTORY; Access is NOT permitted to the Factory Areas, apart from Factory Management. No Factory Operatives are permitted in the office areas. If you need to speak to someone in the factory or other office, call them on the phone.</p> <p>POST; There are no additional precautions needed for handling post or packages. Wash your hands or use hand sanitiser before and afterwards. Disposable gloves maybe worn. Couriers etc must not access the buildings. Parcels should be left outside. Non business deliveries are not permitted. No personal deliveries to staff.</p> <p>RECEPTION; A Perspex screen is to be erected at each Office Reception.</p> <p>MEETINGS; Meetings undertaken via Teams, not in person.</p>	2	5	10 MEDIUM

PART 2: COVID-19 RISK ASSESSMENT & MITIGATION CONTROLS. ASSESS THE RISK (DETAILING CURRENT CONTROL MEASURES)

Hazard	1		2		3		4		5		6		7	
	Factors of Harm		Calculation of Risk		Mitigation Control Measures		Factors of Harm		Residual Risk					
	L'hood	Severity	Col 1x2 Low/Medium/ High				L'hood	Severity	Col 5x6 Low/Medium/ High					
Risk of Transmission of COVID-19	4	5	20 HIGH		<p>IF SOMEONE DEVELOPS SYMPTOMS; Any member of staff who develops symptoms of COVID-19 (a new, continuous cough and/or a high temperature) should be sent home and stay at home for 7 days from onset of symptoms.</p> <p>QUARENTINE AREA; If someone develops symptoms and requires medical attention, they will be taken to designated Quarantine Areas in each Office; Joinery Offices; Small meeting room downstairs. RudWall Offices; Downstairs unused office next to Lorraine Hull's office. The Ruddy 1st Aider will be called to coordinate the appropriate response. Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>1ST AIDER REQUIREMENTS; The First Aid Risk Assessment has been updated to include COVID-19 control measures. Only trained First Aiders who have been briefed on this may administer First Aid.</p> <p>GENERAL ISSUES; HAND WASHING; Hand sanitising cleaning stations have been positioned in strategic locations in and around the offices. All personnel are required to clean their hands when passing these stations. This includes entering and leaving site. Staff advised to ensure they wash hands regularly, do not put their fingers in their mouths, cough into tissues & bin them, do not spit, etc, and follow PHE/NHS guidance. They will be regularly reminded of this and updated on new guidance at TBT's. Do not touch surfaces unless absolutely necessary. Including door handles etc. Signage will be put on equipment and posters throughout; Allow regular breaks to wash hands Ensure adequate supplies of soap is readily available and kept topped up at all times Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable Regularly clean the hand washing facilities Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>		2	5	10 MEDIUM					

PART 2: COVID-19 RISK ASSESSMENT & MITIGATION CONTROLS. ASSESS THE RISK (DETAILING CURRENT CONTROL MEASURES)							
Hazard	1	2	3	4	5	6	7
	Factors of Harm		Calculation of Risk	Mitigation Control Measures	Factors of Harm		Residual Risk
	L'hood	Severity	Col 1x2 Low/Medium/ High		L'hood	Severity	Col 5x6 Low/Medium/ High
Risk of Transmission of COVID-19	4	5	20 HIGH	<p>CLEANING; Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: Taps and washing facilities Toilet flush and seats Door handles and push plates Hand rails on staircases and corridors Equipment controls All areas used for food preparation and eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles. Key boards, photocopiers and other office equipment Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. Increase the frequency of cleaning procedures, pausing in the day if necessary for staff to wipe down workstations with disinfectant.</p> <p>PPE; This document describes the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace. When managing the risk of COVID-19, additional PPE is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Therefore this risk assessment reflects the fact that the role of PPE in providing additional protection is extremely limited.</p>	2	5	10 MEDIUM

PART 3: RECORD OF RECEIPT

The signatures above indicate that the persons named have been inducted in the content and implementation of the Risk Assessment detailed above, they understand the risks involved and agree to implement the safe method of working & control measures to minimise these risks. This register must be updated when changes to the workforce occur or changes to the work methods adopted.

	<u>OPERATIVE NAME</u>	<u>OPERATIVE SIGNATURE</u>	<u>DATE</u>	<u>SUPERVISOR NAME</u>	<u>SUPERVISOR SIGNATURE</u>	<u>DATE</u>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						