

Risk assessment: Controlling COVID-19 situations in the workplace

Work activity	What are the hazards?	Who might be harmed and why?	Controls	What further action do you need to consider controlling the risks?	Who needs to carry out the action?	When is the action needed by?
Mountain Ash & Aberaman Site	<p>Numerous touch points, high traffic area, visitors who are unfamiliar with site standards regarding Covid-19</p> <p>Spread of coronavirus.</p>	Visitors, contractors & staff	<ul style="list-style-type: none"> • Hand sanitising stations at entry point and Antibacterial wipes at every workstation. • Screens on reception area and staff entrance to ensure the 2m social distancing guidance can be adhered to • Floor markings around site have been implemented to remind all persons present of the social distancing guidelines • Temperature testing is essential for every person entering the building visitors/staff (temperature agreements must be signed before temperature testing is carried out) • Office staff are working from home to limit the amount of people in offices. • Clocking in machines (hand scanners) have been switched off and not in use to prevent cross contamination. • Covid-19 related videos are being displayed in the reception/canteen area to inform visitors/Contractors of government guidelines & procedures for washing hands • Signage has been made visible to remind staff of the 2m social distancing guideline provided by the government • masks are now made mandatory for all staff and staff entering site through communal areas. Visors available for people with medical conditions. • Additional cleaning has been implemented throughout the site to ensure all touch points are cleaned more frequently this is being managed by the hygiene supervisor • Staff breaks, start and end of shifts have been staggered to ensure there are limited staff in in communal areas. • Rapid 10 contactless cleaning antibacterial spraying device is available if suspected case identified. 			

			<ul style="list-style-type: none"> • Sinks and urinals that are in proximity of each other have been reduced by taking one of each out of service. This will prevent staff getting to close to each other. • Changing rooms have been made into a one-way system. • Hand dryers have been switched off to prevent vapours. Disposable hand towel dispensers have been installed. • Bins are emptied more frequently. • A one-way system is in place in the canteen area • A screen is erected at the serving point of the canteen. • Payment by contactless only to avoid the handling of money. • Kitchen has had a deep clean before re opening. • Kitchen cleaning has increased this is carried out by Celtic catering. • Kitchen staff issued with masks/visors • Kitchen staff briefed on importance of handwashing etc. • Limited to 2 people in the staff kitchen at once always • All microwaves and toasters have been moved to the main canteen where the area is much bigger • All visitors and contractors are sent the COVID-19 risk assessment, a SSOW for controlling visitors on site during the pandemic, a temperature agreement and a COVID questionnaire. Only critical visitors/contractors to be allowed on site. • Visitors and contractors all must have their temperatures taken behind the Perspex screen in Reception • The visitor is asked to use the hand sanitiser provided in reception after signing in the fire register. • The visitor is offered a mask/visor if required. • Other than welfare facilities and area of work all other areas are restricted to the visitor/contractor. 			
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			<ul style="list-style-type: none"> • Staff who use public transport are offered masks/visors to travel to and from work • COVID-19 checks and measures are added to the internal audits for every department. • Increased frequency washing of cleanroom gowns. 			
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Assembly of packs within the Cleanroom	Spread of Coronavirus by not social distancing	Cleanroom staff	<ul style="list-style-type: none"> • Groups of workers who live together are grouped into a work cohort • Working back to back on the conveyors where possible. Staff designated to each line to prevent cross contamination. • Masks/face shields have been mandatory in certain activities where social distancing is not possible. • Conveyor lines are now cleaned with anti-bacterial wipes 70% alcohol. This will replace the IPA 50% alcohol during the pandemic. • Computer terminals/printers are cleaned regular and there are no shared computer stations • stickers have been put in place on the conveyor to remind people of social distancing. • Daily updates provided to all staff regarding Covid cases. • The PPE room has been utilised to run 2 production lines. This will allow staff to be spread out over a larger working area. 	<ul style="list-style-type: none"> • Monitor situation and amount of staff in the area • Ensure all staff are adhering to the 2m social distancing guidelines 	All Supervisors & Team Leaders in the area	Ongoing

Feeding of the Multivac machines	Spread of Coronavirus by not social distancing	Cleanroom Staff	<ul style="list-style-type: none"> Limited staff allowed on the machine. Single working where possible. All machines regular touch points (Touch screen and machine frame surrounding the pouch area) are to be cleaned down with anti-bacterial wipes before use and after use. This has been added to the daily Clean down sheet. Machines marked with hazard tape to remind of social distancing Machine operators are designated to each machine to prevent cross contamination Masks/face shields are made mandatory for staff when need to work either side of the machines. 	<ul style="list-style-type: none"> Monitor situation and amount of staff in the area. Ensure all staff are adhering to the 2m social distancing guidelines 	All Supervisors & Team Leaders in the area	Ongoing
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Packing of product into boxes	Spread of Coronavirus	Packing staff	<ul style="list-style-type: none"> Perspex screens have been erected where necessary Floor markings to remind of social distancing operators are designated to each activity to prevent cross contamination More bins provided and emptied more frequently by the hygiene team Lockers have been provided for personal belongings and personal items are kept out of work areas Airlock doors left open to prevent cross contamination of touch buttons. 	<ul style="list-style-type: none"> Monitor situation and amount of staff in the area. Ensure all staff are adhering to the 2m social distancing guidelines 	<p>All Supervisors & Team Leaders in the area</p> <p>All Supervisors & Team Leaders in the area</p>	Ongoing

Preparation of works orders to go into the Cleanroom	Spread of Coronavirus	Cleanroom staff	<ul style="list-style-type: none"> Clean down of cage touch points that have come down from the Mezz floor. Clean down will also be place for cages to go up to the Mezz floor Limited amount of staff in the room to adhere to 2-meter social distancing Check Weigher machine must be cleaned before and after every use. Fenestration machine is a single person job only. Cleaning of the machine is in place after every use. 	<p>Monitor situation and amount of staff in the area.</p> <p>Ensure all staff are adhering to the 2m social distancing guidelines</p>	<p>All Supervisors & Team Leaders in the area</p> <p>All Supervisors & Team Leaders in the area</p>	Ongoing
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Receipt of materials	Spread of Coronavirus	Warehouse staff	<ul style="list-style-type: none"> A portable conveyor is used to unload containers to minimise the amount of staff in the back of a wagon. This will ensure one person is on the front of the conveyor and one is at the back of the conveyor which would allow social distancing Extra handwashing and sanitation of hands in place for staff handling boxes/deliveries. Deliveries to goods in are contactless and delivery drivers are instructed to leave goods at the roller shutter door entrance. They are then told the name of the staff member to acknowledge receipt of goods. Doors are kept open when possible to increase ventilation. The warehouse booking in section has been segregated near the entrance ramp door. All computers are now designated to an employee. No shared access permitted. Each computer station gets cleaned down before and after use. Welfare facilities are available for transport drivers. Before entering site, they will have their temperature taken, use the hand sanitiser 	<p>Ensure all staff are adhering to the 2m social distancing guidelines</p> <p>The pre start check sheet must be monitored by the supervisor of the area and they must carry out spot checks to ensure the cleaning of vehicles/ pallet trucks is being done</p> <p>All drivers are not to be left unsupervised and must be briefed by the area team leader/</p>	<p>All Supervisors & Team Leaders in the area</p> <p>All Supervisors & Team Leaders in the area</p> <p>All Supervisors & Team Leaders in the area</p>	

<p>Transfer of stock to location</p> <p>Palletising boxes from the Cleanroom</p> <p>Compacting of waste materials</p>			<p>provided and must sign in and sign out. They will be supervised at a distance and shown where the welfare facilities are.</p> <ul style="list-style-type: none"> Forklift trucks, VNA's and pump trucks are wiped down before and after every use using anti-bacterial wipes. Antibacterial wipes are kept on trucks and around the area. This has been added to the daily checks. The packing line has markers on the line to remind of social distancing. This is a one-person job on quiet times but when 2 people are needed the conveyor is long enough to social distance. The cardboard and plastic bailers have a limited trained amount of people allowed to use the machines. Each machine is wiped before and after use. 	<p>supervisor on the Covid-19 measures on site</p>		
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<p>Loading & unloading of carriers on the E-beam operation</p>	<p>Spread of Coronavirus</p>	<p>E-Beam staff</p>	<ul style="list-style-type: none"> The operator and box handler have designated working areas. These areas are 4 meters apart. Additional sanitising of hands has been implemented due to the handling of boxes The control room is now restricted to one person at a time. Signage on the door is present as a reminder. The working area has an additional cleaning schedule for touch points every morning where a designated cleaner will clean the area thoroughly. 	<p>Ensure all staff are adhering to the 2m social distancing guidelines</p>	<p>All Supervisors & Team Leaders in the area</p>	

<p>Picking raw materials for works orders</p>	<p>Spread of Coronavirus</p>	<p>Mezz Staff</p>	<ul style="list-style-type: none"> • A one-way system is now in place on the Mezz area and floor markings are present as a guidance. • When picking staff members must clean handrails of ladders before and end of use. All pickers are spread out around the Mezz and all use the one-way system to prevent cross contamination • When loading trolleys to send down to the cleanroom the touch points of the trolley are cleaned with anti-bacterial wipes. This is then repeated as it enters the materials handling. • Pump trucks are cleaned before and after every use. • Shared access of workstations has been stopped and each computer has been designated for a user. • Lockers have been provided for staff members personal belongings. • Operators are restricted to picking in designated areas segregated from other staffs areas. 	<p>The pre start check sheet must be monitored by the supervisor of the area and they must carry out spot checks to ensure the cleaning of vehicles/ pallet trucks/Cages is being done</p>	<p>All Supervisors & Team Leaders in the area</p>
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<p>Picking sales orders for dispatch to customers</p> <p>Piggybacking of raw material onto finished goods</p>	Spread of Coronavirus	Aberaman warehouse staff	<ul style="list-style-type: none"> The canteen area has been spaced out to ensure social distance Welfare facilities are available for transport drivers. Before entering site, they will have their temperature taken, use the hand sanitiser provided and must sign in and sign out. They will be supervised at a distance and shown where the welfare facilities are. Forklift trucks, VNA's and pump trucks are wiped down before and after every use using anti-bacterial wipes. Antibacterial wipes are kept on trucks and around the area. Piggyback room has 2 people in who can easily socially distance. Floor markings are placed on the floor as a reminder of social distancing. All computers are now designated to an employee. No shared access permitted. computer stations get cleaned down before/after use. 	<ul style="list-style-type: none"> Before all staff return from furlough the dispatch office must be assessed to put additional measures in place. Before all staff return from furlough the piggyback room must be assessed to put additional measures in place. 	SS/NL	Date to be confirmed of staff returning from furlough.
Staff Welfare	Higher risk of catching the virus or have underlying health conditions		<ul style="list-style-type: none"> All Vulnerable staff have been furloughed. The government guidelines are being closely followed and other possible vulnerable categories are continuously reviewed. HR/Health and safety are in constant contact with vulnerable staff to keep them updated and ensure that they are ok. Those vulnerable staff that have not been furloughed and are working from home have been set up a workstation at home. A DSE risk assessment has been conducted and all issues have been resolved As this is a difficult time Rociale promote awareness of mental health. There is a free counselling device available through the welsh government that Rociale use effectively when required. Guidance on stress and mental health sent to all staff. Regular in touch meetings/calls with people working at home 	<ul style="list-style-type: none"> Individual risk assessments will be carried out via Microsoft teams/telephone calls before vulnerable staff return to work. Work activities and work areas will be taken into consideration and adapted if required to ensure staff safety. Back to work meetings will be in place when returning to work to ensure staff welfare. 	SS/NL SS/NL SS/NL	Ongoing

			<ul style="list-style-type: none"> • Regular updates sent to everyone from the CEO on updates on the business • Rociale are working closely with Able Futures who offer free counselling to any staff and support to people who struggle with stress and mental health. This is proven to work well. 			
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Field staff	Spread of Coronavirus through visiting hospitals	Field staff	<ul style="list-style-type: none"> • All meetings between field staff and hospitals are done over Microsoft teams instead of meeting face to face. • Field staff are reminded to ensure the inside of their vehicles are cleaned down regularly • Field staff have completed a DSE risk assessment for homeworking. • Field staff are kept updated around coronavirus updates and site changes. • Field staff must not car share at any time. • PPE has been issued to all field staff. 			

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Offices	Spread of Coronavirus	Office staff	<ul style="list-style-type: none"> • 90% of office staff are homeworking. A DSE risk assessment has been carried out and regular contact is made. • All printers and photocopiers have cleaning wipes next to them and must be cleaned after every use. • An office plan has been constructed ready for when office staff return to work. • A DSE risk assessment has been completed with every home worker and all issues have been resolved. • Regular contact with homeworkers from HR and Health and safety is in place to communicate updates from the business • Each department has Microsoft teams' meetings with their line leader every day for catch ups and wellbeing. • Customer services are due to return to the office. All desks have been set up 2m apart • Floor markings have been implemented around the printers in all offices to ensure 2m social distancing is adhered to when queuing to use the printer • Additional antibacterial wipes have been put in place near touch points and all desks throughout the site • Desk dividers have been rotated so that the highest points of the dividers are covering the areas where staff are facing each other 	The Prestart/EOD check sheet must be monitored by the supervisor of the area and they must carry out spot checks to ensure the cleaning of workstations/door handles/photocopiers/printers	Supervisors	

Engineering	Spread of Coronavirus	Engineering staff	<ul style="list-style-type: none">• Engineering must wear masks/visors when working on breakdowns as teams.• Designated tools for each Engineers, must be cleaned regularly with anti-bacterial wipes• Engineering to closely monitor contractors are abiding by the permit to work system and are only entering the area of work and welfare facilities			
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