

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 & Parc Agility Site	Numerous touch points, high traffic area, visitors who are unfamiliar with site standards regarding Covid-19.  Spread of coronavirus.	Visitors, contractors & staff	<ul style="list-style-type: none"> <li>Hand sanitising stations at all entry point and Antibacterial wipes at all workstations.</li> <li>Clocking in machines (hand scanners) have been switched off and not in use to prevent cross contamination.</li> <li>Covid-19 related videos are being displayed in the reception/canteen area to inform visitors/Contractors of government guidelines &amp; procedures for washing hands.</li> <li>masks are now optional onsite.</li> <li>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.</li> <li>Air purifying units have been implemented into the offices and communal areas.</li> <li>Staff breaks, start and end of shifts have been staggered to ensure there are limited staff in communal areas.</li> <li>Rapid 10 contactless cleaning antibacterial spraying device is available if suspected case identified.</li> <li>Hand dryers have been switched off to prevent vapours. Disposable hand towel dispensers have been installed.</li> <li>All staff have been briefed on the changes to government guidelines as and when required.</li> <li>The new government guidance has now been put on all notice boards across both sites</li> <li>Regular communication is sent out via HR from the CEO regarding changes to the workplace in line with government guidelines.</li> <li>Our company policy still instructs employees to self-isolate until they receive a negative lateral flow or PCR test.</li> </ul>	As Wales is now in Alert Level 0 these control measures will be monitored closely in line with changes to government guidelines and restrictions.  All measures in this risk assessment follow the latest government guidelines.	All Staff	Ongoing.

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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"> <li>Masks/face shields are now optional onsite.</li> <li>Conveyor lines are now cleaned with anti-bacterial wipes 70% alcohol. This will replace the IPA 50% alcohol during the pandemic.</li> <li>Daily updates provided to all staff regarding Covid cases, and changes to government guidelines as and when required.</li> <li>Shift times have been staggered to reduce the number of staff entering and exiting the area at one time.</li> <li>Break times have been staggered to reduce the number of staff in the gowning area at one time.</li> </ul>	Monitor situation	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"> <li>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.</li> <li>Masks/face shields are optional onsite.</li> </ul>	Monitor situation	All Supervisors & Team Leaders in the area	Ongoing
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Packing of product into boxes	Spread of Coronavirus.	Packing staff	Lockers have been provided for personal belongings and personal items are kept out of work areas.	Monitor situation	All Supervisors & Team Leaders in the area	Ongoing
Preparation of works orders to go into the Cleanroom.	Spread of Coronavirus.	Cleanroom staff	<ul style="list-style-type: none"> <li>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.</li> <li>Fenestration machine is a single person job only. Cleaning of the machine is in place after every use.</li> <li>All staff have a designated picking area.</li> </ul>	Monitor situation	All Supervisors & Team Leaders in the area	Ongoing

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<p>Receipt of materials</p> <p>Transfer of stock to location</p> <p>Palletising boxes from the Cleanroom</p> <p>Compacting of waste materials</p>	Spread of Coronavirus.	Warehouse staff	<ul style="list-style-type: none"> <li>A portable conveyor is used to unload containers to minimise the number of staff in the back of a wagon.</li> <li>Extra handwashing and sanitation of hands in place for staff handling boxes/deliveries.</li> <li>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.</li> <li>Doors are kept open, when possible, to increase ventilation.</li> <li>The warehouse booking in section has been segregated near the entrance ramp door. All computers are now designated to an employee. Each computer station gets cleaned down before and after use.</li> <li>Welfare facilities are available for transport drivers. Before entering site they must use the hand sanitiser provided and must sign in and sign out.</li> <li>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.</li> <li>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.</li> </ul>	<p>The prestart 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/ supervisor on the Covid-19 measures on site.</p>	All Supervisors & Team Leaders in the area	
Loading & unloading of carriers on the E-beam operation	Spread of Coronavirus.	E-Beam staff	<ul style="list-style-type: none"> <li>Additional sanitising of hands has been implemented due to the handling of boxes.</li> <li>The working area has an additional cleaning schedule for touch points every morning where a designated cleaner will clean the area thoroughly.</li> <li>A one-way system is in place to process the work into the E-Beam and to load the work onto a container.</li> </ul>		All Supervisors & Team Leaders in the area	
Picking raw materials for works orders.	Spread of Coronavirus.	Mezz Staff	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Pump trucks are cleaned before and after use.</li> <li>Lockers have been provided for staff members personal belongings.</li> <li></li> </ul>	<p>The prestart 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>	All Supervisors & Team Leaders in the area	

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Picking sales orders for dispatch to customers  Piggybacking of raw material onto finished goods	Spread of Coronavirus.	Parc Agility warehouse staff	<ul style="list-style-type: none"> <li>Welfare facilities are available for transport drivers. Before entering site must use the hand sanitiser provided and must sign in and sign out.</li> <li>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.</li> <li></li> </ul>			
Staff Welfare	Higher risk of catching the virus or have underlying health conditions.		<ul style="list-style-type: none"> <li>Rociale have promoted awareness of mental health by holding mental health first aid training and mental health awareness week. There is a free counselling device available through the Welsh government that Rociale use effectively when required.</li> <li>Guidance on stress and mental health sent to all staff.</li> <li>Regular in touch meetings/calls with people working at home.</li> <li>Regular updates sent to everyone from the CEO on updates on the business.</li> <li>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.</li> <li>Several staff have been trained to administer mental health first aid guidance.</li> </ul>		NL  NL  NL	Ongoing
Field staff	Spread of Coronavirus through visiting hospitals.	Field staff	<ul style="list-style-type: none"> <li>All meetings between field staff and hospitals are done over Microsoft teams instead of meeting face to face.</li> <li>Field staff are reminded to ensure the inside of their vehicles are cleaned down regularly.</li> <li>Field staff have completed a DSE risk assessment for homeworking.</li> <li>Field staff are kept updated around coronavirus updates and site changes.</li> </ul>			
Offices	Spread of Coronavirus.	Office staff	<ul style="list-style-type: none"> <li>Where possible, we have introduced hybrid working, which allows employees to split their time between attending the workplace and working remotely. Hybrid working allows us to reduce the number of employees attending our work locations at any one time A DSE risk assessment has been carried out and regular contact is made.</li> <li>All printers and photocopiers have cleaning wipes next to them and must be cleaned after every use.</li> <li>A DSE risk assessment has been completed with every home worker and all issues have been resolved.</li> <li>Additional antibacterial wipes have been put in place near touch points and all desks throughout the site.</li> </ul>	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	

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Engineering	Spread of Coronavirus.	Engineering staff	<ul style="list-style-type: none"> <li>Designated tools for each Engineer, must be cleaned regularly with anti-bacterial wipes.</li> <li>Engineering to closely monitor contractors are abiding by the permit to work system and are only entering the area of work and welfare facilities.</li> <li>All Engineers must ensure that all work surfaces are cleaned down after carrying out a task.</li> </ul>			