

**DEPARTMENT: Operations**

**TASK BEING ASSESSED: ABG Manufacturing & Warehousing – Covid19**

**CONSIDER:**

FIRE, SITE ACCESS, DUST, NOISE, PLANT & MACHINERY, MANUAL HANDLING FALLS FROM HEIGHT, WASTE MATERIALS, COSHH, GENERAL HOUSEKEEPING, FLOOR/GROUND CONDITION, SERVICES (ELECTRICAL/WATER/GAS/AIR)

No	ACTIVITY/PROCESS	HAZARD	PERSONS AT RISK	SEVERITY 1-10	LIKELIHOOD 1-10	RATE	CURRENT CONTROL MEASURES/COMMENTS	RESULT *
1	ABG Personnel Arriving	Contamination from doors	ABG staff	4	4	16	Clean all contact points twice daily	A
		Contaminated staff arriving	ABG staff	6	4	24	All staff to wash and cleanse on arrival at work – see ABG Covid guidelines	A
2	Check/handle paperwork	Contaminated paper	ABG staff	3	3	6	Use of gloves to handle paperwork	A
3	Operate manufacturing equipment	Contamination from equipment controls and parts	ABG staff	3	3	6	All controls and equipment sanitized before the day shift and before the night shift. Inc. FLT's. Wipes on FLT's to clean controls before use.	A
4	Taking breaks/Canteen area	Contaminated surfaces and self-distancing issues	ABG staff	6	4	24	Strict guidelines imposed for restricting canteen numbers inc. rota system and regular cleaning	A
5	Using rest room facilities	Self -distancing and contamination	ABG staff	6	4	24	Strict guidelines imposed to allow self – distancing and cleansing. Cleaning rota in place.	A
6	Using changing rooms	Self -distancing and contamination	ABG staff	6	4	24	Three people max at any one time rule imposed	A
7	Washing and Cleansing	Contamination	ABG staff	6	4	24	Signage in place and on-going daily reminders to staff to cleanse regularly. Sanitizing points installed at key locations.	A
8	Daily/weekly briefings	Self - distancing	ABG staff	6	2	12	All communication moved to self –distanced on an individual basis or in an open part of the premises. Face masks to be worn when 2 meter distancing cannot be achieved.	A
9	Visiting the Production Office	Self - distancing	ABG staff	6	3	18	Strict guidelines allowing one person at once other than managers. Engineering staff moved to alternative office.	A
10	Clocking in/out	Self-distancing	ABG staff	6	3	18	Floor lines marked to maintain self – distancing.	A
11	Returning from Furlough	Unfamiliar with site rules	ABG staff	6	4	24	Mini induction to take place with all returning to work from furlough.	A

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**ABG LTD**

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<b>SEVERITY</b>	NO INJURY OR PROPERTY DAMAGE	NO INJURY BUT SOME PROPERTY DAMAGE	MINOR INJURY		MORE SERIOUS INJURY WITH POSSIBLE LOST TIME			VERY SERIOUS INJURY		FATALITY
<b>LIKLIHOOD</b>	PRACTICALLY IMPOSSIBLE	VERY UNLIKELY	UNLIKELY		LIKELY			VERY LIKELY		IMMINENT/CERTAIN

\* **RESULT KEY:** T = Trivial Risk    A = Adequately Controlled    N = Not Adequately Controlled, so improvement action required    U = Unable to decide, so further info required \*  
See overleaf

ASSESSMENT BY	PvR/SD/TL	<b>ASSESSMENT REVIEW</b>	DATE:	6/1/2021			
DATE	20/5/2020		PERSON:	PvR			

### IMPROVEMENT ACTION REQUIRED

When improvement is required complete details below, indicating **WHAT** is to be done, **WHO** is responsible for ensuring the action is satisfactory **WHEN** by and a **SIGNATURE/DATE** to indicate completion.

No as indicated overleaf	WHAT ACTION IS REQUIRED/RECOMMENDED?	WHO? IS RESPONSIBLE FOR IMPLEMENTATION?	WHEN BY? (TARGET DATE)	SIGN & DATE UPON COMPLETION
1	Communicate on a regular basis the rules for self-distancing and sanitizing	SD	Ongoing weekly	ongoing
2	Review any areas where self -distancing is identified as a problem during each shift	SD	Ongoing weekly	ongoing
3	Provide disposable nitrile gloves	SD	Ongoing weekly	ongoing
4	Develop mini Covid return to work induction	KG	18/05/20	PvR 18/05/2020
5	Provide PPE for First Aiders – Face mask and nitrile gloves	SD/PvR	26/5/2020	PvR 28/5/2020
6	Increase social distancing notices around the premises	SD/PvR	20/5/2020	PvR 25/5/2020
7	Keep a stock of suitable face masks	SD	20/10/2020	PvR 28/10/2020

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