





# Risk Assessment Form

<b>Area to be assessed:</b> Whole Company	<b>Reference:</b>	<b>Issue:</b> 01
<b>Activity:</b> All operations	<b>Assessed by:</b> SP/LS/TL	
<b>People at Risk:</b> All staff	<b>Assessment Date:</b> 13/05/20	

Hazard	Who may be affected?	Existing Control Measures	Additional Action Required	By who?	By when?	Done
Who should be at work	All staff	<ul style="list-style-type: none"> <li>Essential staff on site only who cannot work from home.</li> <li>Remote access for all staff. Equipment such as IT equipment provided.</li> <li>Regular contact with all remote staff through email and telephone calls</li> <li>Reduction in staff needed on site determined through sales demands by using the furlough system to support</li> <li>Through staff consultation we have identified all staff who are classed as clinically vulnerable and clinically extremely vulnerable and ensured that they can work from home. Members of staff from production who can not work from home have been placed on furlough to protect them until suitable measures are in place so that they are protected in their work</li> <li>Through staff consultation we have identified those staff who are living with clinically extremely vulnerable people</li> <li>Communication with staff of the helpline support from the Printing Charity, which we have signed up to support staff in these times. The</li> </ul>	<p>Look at extra screen protection for their work cell</p> <p>Partner up the same people to use that cell</p> <p>Change the start/finish time for these members of staff</p> <p>Provision of extra screening around the work cell of the individuals where 2 metres cannot always be guaranteed</p> <p>Partner up the same people to use the cell</p>	SP/TL	25/05/20	<input checked="" type="checkbox"/>

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		<p>numbers/posters are put up in key areas for staff to obtain</p> <ul style="list-style-type: none"> <li>System in place for reporting sickness with symptoms of COVID-19 so that a deep clean of the work area can be conducted. All staff made aware of protocol to stay at home and isolate for the 7/14 days depending on their circumstances</li> <li>We have considered all circumstances of those with different protected characteristics. Currently none apply to Arden Dies.</li> </ul>				
Social distancing at work	All staff on site	<ul style="list-style-type: none"> <li>All staff who can work from home are doing so, which has increased the available office space for those staff who need to be on site</li> <li>Staggered arrival/departure times between shifts and on entry to the building</li> <li>Adequate parking and bike racks already in place</li> <li>Hand sanitizer units are available at all entry points to the buildings and shop floor</li> <li>Hand sanitizer is provided for all staff to re fill small portable bottles to be used throughout the day</li> <li>Reduction in non-essential movement around site</li> <li>We have reviewed all work layouts to ensure that 2 metres minimum is being observed</li> <li>Moved all meetings that can be held with remote participants to an online platform</li> <li>We have staggered break times and limited the number of people in areas like canteens by removing chairs and having designated seats so that social distancing in these areas is observed</li> <li>We have lots of outdoor space with seating that can be used to have breaks outside when the weather allows</li> </ul>	<p>Posters to remind staff about social distancing</p> <p>Identifying and put in place partnering in key areas</p> <p>Screens to be placed around the work cells of staff who are identified as clinically vulnerable</p> <p>Identifying 2 metres as a visual aid for staff on the floor</p> <p>Layout floor markers in the room to hold daily production meetings with minimal staff attending</p> <p>Provision of face shields to be worn in the meetings</p> <p>Provision of face screens for those people working in areas which meet a higher volume of people such as dispatch and goods in and maintenance department</p>	SP/TL	25/05/20	

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		<ul style="list-style-type: none"> <li>We have opened office toilets for the use of all production staff to reduce the use of one toilet facility by a large amount of people</li> </ul>				
Managing customers, visitors, and contractors	All staff but especially dispatch and goods in personnel	<ul style="list-style-type: none"> <li>All sales staff have provided previous 'onsite' support to customers through video calls and online platforms</li> <li>Only essential visitors allowed on site for maintenance work and contracted servicing where necessary</li> <li>Clear signage in areas where visitors may enter the buildings like 'Goods in/out'</li> <li>Designated drop off area for smaller items and courier/postal deliveries</li> </ul>				
Cleaning the workplace	All staff onsite	<ul style="list-style-type: none"> <li>All ventilation systems are serviced twice a year and reports are issued</li> <li>Cleaning staff are prioritising higher volume areas such as canteens, toilets, door handles</li> <li>All doors are left open where possible to reduce the levels of these surfaces being touched</li> <li>Each work area is stocked with cleaning products so that surfaces like computer keyboards can be cleaned down before shift changes and frequently during shift</li> <li>Deep cleaning of any area when a member of staff has reported symptoms of COVID-19 as per the government guidelines <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Hand sanitiser provided for all staff to refill individual bottles as well as in dispensers around the factory</li> <li>Contract cleaners responsible for cleaning so that guidelines are met</li> </ul>	<p>Posters to act as reminders about the importance of hygiene and build an awareness of good handwashing techniques</p> <p>Put in place cleaning procedures for forklift truck and equipment such as the ideas and machine controls in each area.</p>	SP	25/05/20	

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		<ul style="list-style-type: none"> <li>Waste removed weekly from site and daily from offices, toilets, and canteens</li> <li>Paper towels provided in toilets</li> <li>Showers are cleaned daily and only used by limited staff and are not required as part of work</li> </ul>				
PPE and face coverings	Only staff identified in key areas	<ul style="list-style-type: none"> <li>Face coverings will be supported by the company for staff who feel that they need to wear one but we are not advising that any member of staff wears any extra PPE unless identified in the area specific risk assessment</li> </ul>				
Workforce management	All staff on site	<ul style="list-style-type: none"> <li>Shifts no longer have a change over period and the early shift are off site before the late shift begins</li> <li>We have reduced the amount of inter-site movement by collecting batches of jobs from one process to be moved to the next rather than individual items</li> <li>Sales team no longer visiting customers on site</li> <li>We have provided regular communications to all staff regarding job specific ways of working effected by the risk of contracting COVID-19 such as the handling of job bags</li> <li>Consultation with staff regarding any changes in work arrangements. We have taken as much of a flexible approach where possible to support staff</li> <li>Ongoing engagement with staff such as risk assessment consultations and pulse surveys</li> <li>Communication with staff about the support available through the printing charity for the mental wellbeing of staff and their families</li> <li>Communication with customers and suppliers regarding delivery procedures</li> </ul>				

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Inbound and outbound goods	Goods in/out staff	<ul style="list-style-type: none"> <li>We have established a drop off point for smaller deliveries which normally would have come to reception.</li> <li>Signage placed in goods in/out to encourage drivers to stay in their vehicles for collections</li> <li>We will report any drivers to their companies who do not follow our request to stay in their vehicle</li> </ul>	<p>Check signage</p> <p>Provide dispatch and goods in personnel with face shields?</p> <p>Use same people to conduct activities such as lifting heavy items into the vans</p>	SP	25/05/20	<input checked="" type="checkbox"/>
Area specific risks						

**Personal Protective Equipment (PPE) to be worn**



Eye protection



Gloves



Face shield  
(in identified areas only)