



# Risk Assessment Form

<b>Area to be assessed:</b> Workshop areas	<b>Reference:</b>	<b>Issue:</b> 01
<b>Hazard:</b> COVID-19	<b>Assessed by:</b> SP/TL	
<b>People at Risk:</b> Production staff	<b>Assessment Date:</b> 14/05/20	

Area	Existing Control Measures	Additional Action Required	By who?	By when?	Done
Warehouse stores	Goods in signage put up and doors locked to prevent drivers walking in without authorisation	Cleaning procedure Antibacterial wipes placed in the forklift Sign for tunnel stores to indicate no more than 1 person allowed Visor to be provided to wear when taking deliveries	SP/TL	25/05/20	<input checked="" type="checkbox"/>
Laser Room	Cleaning products supplied Hand sanitiser	Only the same person from each department to collect lasered items every 2 hours unless the job is urgent Visors to be provided for when a 2man lift is required	TL/SP	25/05/20	<input checked="" type="checkbox"/>
Strippers/Plate pulling  People identified as living with someone vulnerable	Cleaning products supplied Hand sanitiser Reduction in staff	Re organise benches to accommodate extra staff returning Card screen next to walkway  Visor to be provided for identified staff for times when needed	TL/SP	25/05/20	<input checked="" type="checkbox"/>

Area	Existing Control Measures	Additional Action Required	By who?	By when?	Done
Flatbed Ruling  People identified as living with someone vulnerable People identified as clinically vulnerable	Cleaning products supplied Hand sanitiser Reduction in staff	Screens around walkways and in the area between flat and rotary ruling Sign to stop people cutting through to the toilets and to use the outside walkways Visor to be provided for identified staff for times when needed like moving around the building	TL/SP	25/05/20	<input checked="" type="checkbox"/>
Rotary Pre prod	Cleaning products supplied Hand sanitiser	Same people to work in the pre prod area to reduce the amount of different contact Screen between pre prod and flatbed ruling and against walkway Signage to state that no more than 2 people to be in the same area Visor to be provided for identified staff for times when needed like moving around the building and assessing jobs/training	TL/SP	25/05/20	<input checked="" type="checkbox"/>
Rotary Ruling	Cleaning products supplied Hand sanitiser Shells moved 2 meters apart	Clear screens to be put up in between benches so staff can access the fixed equipment. Screen off the walkway Visor to be provided for identified staff for times when needed like moving around the building and assessing jobs/training	TL/SP	25/05/20	<input checked="" type="checkbox"/>

Area	Existing Control Measures	Additional Action Required	By who?	By when?	Done
Rubbering People identified as living with someone vulnerable	Cleaning products supplied Hand sanitiser benches moved 2 meters apart	Extra cleaning products so each member of staff has their own bottle to move with them onto the different cells. In this area staff needed to move cells regularly  Perspex screen to be placed in between the computers.  Visor to be provided for identified staff for times when needed like moving around the building and assessing jobs/training	SP/TL	25/05/20	<input checked="" type="checkbox"/>
Dispatch (Dies)	Clear signage to request that all drivers remain in their vehicles  Reporting of drivers who fail to adhere to the signage  Cleaning products supplied Hand sanitiser PPE supplied to be work when a 2man lift is required	Visors to be provided for as an extra layer of PPE for when loading jobs into vehicles.	SP/TL	25/05/20	<input checked="" type="checkbox"/>
Workshop toilets		Signage to advise that it is now 1 in 1 out policy  Cone to be placed outside when someone is on the toilets to prevent others walking in	TL/SP	25/02/20	<input checked="" type="checkbox"/>
Canteen Areas	Clear signage to state how many people maximum Chairs moved and removed so that seats are at least 2 meters apart	Posters encouraging hand washing and good hygiene	SP	25/02/20	<input checked="" type="checkbox"/>

Area	Existing Control Measures	Additional Action Required	By who?	By when?	Done
Engineers	Cleaning products supplied Hand sanitiser				
Engraving shop floor and platemaking	Cleaning products supplied Hand sanitiser				

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



Eye protection



Safety Footwear



Gloves