

Landor Cartons Ltd	Name of Assessor:		Risk Rating	
	Russell McHardy/Steve Wescott		High	Stop work and take immediate action
	Risk Assessment Reference:		Moderate	Consider making improvements / make employees aware / monitor situation
			Low	Risk acceptable if managed
Activity:	Covid 19 Risk Assesment			Date: 19/05/20

Hazard or hazardous activity	Persons at Risk & how they might be harmed	Control Measures already in place	Risk Rating	Action Required to Improve Control Measures
Virus transmission from person to person	All staff	Limit contact between departments and different groups of people, set up fixed teams who work together, increase communication between departments by non face to face means – i.e. use of radios,	Low	
Virus transmission from person to person	Vulnerable persons	Maintain social distancing. Consider tasking and methods of communication so vulnerable workers can maintain social distancing, Consider assigning tasks that can be done successfully at home.	Moderate	Take into account regular communications and consider mental health needs for vulnerable and isolated individuals
Virus transmission from person to person – workers returning after absence	All staff	Induction/briefing to be given on arrangements in force within the workplace prior to re starting work	Low	
Virus transmission from person to person – arrival and departure.	All staff	One person at a time arriving or departing through reception area.	Low	2m distance marks on floor round clock in point, consider one way traffic flow direction to avoid people passing
Virus transmission from person to person – moving round the building	All staff	Maintain social distancing	Low	Look at traffic routes round the building, consider options for one way flow where possible, route markings and distancing markings on the floor
Virus transmission from person to person – Take off from the gluer	6 members of staff in the gluing department	Run gluer 1 up 1 down to maintain social distance	Moderate	Potential for use of masks and screens between the take off positions on the end of gluer if running 1 up 2 down. Screen between minder and take off position to enable extraction of running samples safely, markings on the floor to indicate position area

Hazard or hazardous activity	Persons at Risk & how they might be harmed	Control Measures already in place	Risk Rating	Action Required to Improve Control Measures
Virus transmission from person to person – case sealer position and personnel passing the working area	1 or 2 persons	Position manned by 1 person at a time	Moderate	Consider using screens between the gangway and work area. Consider increasing the working area size
Virus transmission from person to person – Common areas- gathering in the kitchen and canteen seating areas.	All staff	Social distance to be maintained at 2m, staggered lunch times.	Moderate	Extra space provided by use of board room. Restrict seating spaces that can be used. Limit numbers in the kitchen area.
Virus transmission from person to person – common area- toilets and sanitary facilities	All staff	Hand washing, signs for good hand washing techniques to be displayed, provision of extra soap and sanitiser. Provision of paper towels for hand drying and extra waste disposal facilities. Middle section of gluing sink sectioned off.	Low	Consider social distancing spacing when using facilities. Review frequency of cleaning.
Virus transmission from person to person – working in office	5 persons	No hot desking, make sure separation of 2m can be maintained by persons working at their desk. Potential for working from home	Low	Screens between desks.
Virus transmission from person to person – meetings	All staff	Minimise the need to hold meetings, No rep visits or nonessential visitors in the building. When holding conversation ensure 2m social distancing	Low	Hold meetings with external parties using video conferencing software or by telephone
Virus transmission person to person- necessary visitors i.e. engineers carrying out repairs	All employees	Limit visitors to necessary visits only, limit access times to when few people are in the building, provide space to enable work to be carried out whilst maintaining social distancing. Ensure visitors use hand sanitiser at the entrance to the building . Ensure visitors use prescribed routes. Ensure that visitors only enter the building when strictly necessary.	Moderate	Control access points – provide sanitiser by each access point. Signage requesting visitors to use sanitiser. Designate “host” for each visitor

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Virus transmission person to person – delivery vehicles loading and unloading	2 or 3 people	<p>Driver to remain in cab when vehicle is being loaded or unloaded unless they are assisting with delivery, i.e. moving side curtains, barrowing pallets into position on the back of the vehicle. Maintain 2m social distancing.</p> <p>Packets and parcels – instruct delivery driver to place in a specific location whilst maintaining social distance, do not take packet directly from the driver. Place parcels for collection in designated location, delivery driver making collection to take parcels from designated location.</p> <p>If driver requests use of facilities – fork truck driver acts as host – enter building by front entrance, driver to use sanitiser and cleaning materials provided. Use staff loo.</p>	Moderate	Driver at gate instructed where to park and asked to remain in the cab until attended.
Virus transmission from Surfaces – machinery and equipment, door handles and other common use surfaces	All employees	Increase the frequency of Hand washing and the use of sanitiser liquids. Sanitiser cloths and sprays in each area, regular cleaning of surfaces and items of machinery in common use. Posters about hand washing – instructions on how and when to carry out.	Moderate	Issue personnel with own sanitiser sprays, cleaning and sanitisation duties assigned
Virus transmission person to person – from working ill employees	All employees	Encourage isolation when required, sick pay both SSP and company sick pay from day one if instructed to isolate by NHS I I	Moderate	

Signed by Assessor Russell McHardy

Position: Director

Date: 19 May 2020

Review Date: 3 August 2020