Landor Cartons Ltd	**Name of Assessor:**		**Risk Rating**	
	Colin Rownes		**High**	Stop work and take immediate action
			Moderate	Consider making improvements / make employees aware / monitor situation
	Risk Assessment Reference:		**Low**	Risk acceptable if managed
Activity:	**Covid 19 Risk Assesment**		**Date:**	**12/5/20**

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**	**Set up production running schedule white board in factory**
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 – clocking in and out	All staff	**One person at a time at clocking in and out point, Make sure all are provided with fobs, sanitiser at clock in point**	**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
Virus transmission from person to person – use of tape application machines	6 members of staff in the gluing department plus 1 or 2 others	**solo running tape machine to maintain social distancing**	**Moderate**	**Increase separation between the machines, mark social distancing work space on the floor around each machine.**
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. Smoking zone outside	All staff	**Social distance to be maintained at 2m, staggered lunch times.**	**Moderate**	**Extra space provided by use of front office. Restrict seating spaces that can be used. Limit numbers in the kitchen area. Mark space round water chiller**
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**	**Low**	**Consider social distancing spacing when using facilities. Review frequency of cleaning**
Virus transmission from person to person – working round the table on the mezzanine	3 persons	**Separate tables into individual units, 1 person working at each table to maintain social distancing of 2m**	**Low**	
Virus transmission from person to person – working in the sales office	6 persons	**No hot desking, make sure separation of 2m can be maintained by persons working at their desk. Potential for working from home**	**Low**	**Further physical separation of desks i.e. move the desk by the copier. Or screens between desks.**
Virus transmission from person to person – meetings	All staff	**Minimise the need to hold meetings, No rep visits or non essential visitors in the building. When holding conversation ensure 2m social distancing**	**Low**	**Hold meetings with external parties using video conferencing software or by telephone**

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	Risk Assessment Reference:	**Low**	Risk acceptable if managed
Activity:		**Date:**	

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 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**
Virus transmission person to person – delivery vehicles loading and unloading	2 or 3 people	**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.** **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.** **If driver requests use of facilities – fork truck driver acts as host – enter building by front**	**Moderate**	**Driver at gate instructed where to park and asked to remain in the cab until attended.**

		entrance, driver to use sanitiser and cleaning materials provided. Use staff loo.		
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 surfarces 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 NHS111**	**Moderate**	

Signed by Assessor: Colin Rownes Position: Factory Manager Date: 12 May 2020 Review Date: 3 August 2020