

<b>Landor Cartons Ltd</b>	<b>Name of Assessor:</b>		<b>Risk Rating</b>	
	Russell McHardy/Steve Wescott		<b>High</b>	Stop work and take immediate action
			<b>Moderate</b>	Consider making improvements / make employees aware / monitor situation
	<b>Risk Assessment Reference:</b>		<b>Low</b>	Risk acceptable if managed
<b>Activity:</b>	<a href="#">Covid 19 Risk Assesment Version 2</a>			<b>Date:</b> <a href="#">11 August 2020</a>

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	<b>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,</b>	<b>Low</b>	
Virus transmission from person to person	Vulnerable persons	<b>Maintain physical distancing. Consider tasking and methods of communication so vulnerable workers can maintain physical distancing, assigning tasks that can be done successfully at home. Undertake regular communications and consider mental health needs for vulnerable and isolated individuals</b>	<b>Low</b>	
Virus transmission from person to person – workers returning after absence	All staff	<b>Induction/briefing to be given on arrangements in force within the workplace prior to re starting work</b>	<b>Low</b>	
Virus transmission from person to person – arrival and departure.	All staff	<b>One person at a time arriving or departing through reception area. 2m distance marks on floors (where appropriate), one-way traffic flow direction to avoid people passing. Limit number of people in changing areas at any one time.</b>	<b>Low</b>	
Virus transmission from person to person – moving round the building	All staff	<b>Maintain physical distancing. 2m distance marks on floors (where appropriate), one-way traffic flow direction to avoid people passing. Temperature check prior to entering production areas.</b>	<b>Low</b>	
Virus transmission from person to person – Take off from the gluer	6 members of staff in the gluing department	<b>Run gluer 1 up 1 down to maintain social distance. Face shields and (optional) masks to</b>	<b>Low</b>	

		be worn in all production areas. Gluers can then be run 1 up 2 down.		
<b>Hazard or hazardous activity</b>	<b>Persons at Risk &amp; how they might be harmed</b>	<b>Control Measures already in place</b>	<b>Risk Rating</b>	<b>Action Required to Improve Control Measures</b>
Virus transmission from person to person – case sealer position and personnel passing the working area	1 or 2 persons	<b>Position manned by 1 person at a time. Face shields and (optional) masks to be worn in all production areas.</b>	<b>Low</b>	
Virus transmission from person to person – Common areas- gathering in the kitchen and canteen seating areas.	All staff	<b>Social distance to be maintained at 2m, staggered lunch times. Extra space provided by use of board room. Restrict seating spaces that can be used. Limit numbers in the kitchen area Signs on doors to remind staff</b>	<b>Low</b>	
Virus transmission from person to person – common area- toilets and sanitary facilities	All staff	<b>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. Toilet facilities restricted to one user at a time. Vacant/In Use indicator signs.</b>	<b>Low</b>	
Virus transmission from person to person – working in office	5 persons	<b>No hot desking. Make sure separation of 2m can be maintained by persons working at their desk. Potential for working from home</b>	<b>Low</b>	
Virus transmission from person to person – meetings	All staff	<b>Minimise the need to hold meetings, No rep visits or nonessential visitors in the building. When holding conversation ensure 2m physical distancing. Utilise video conferencing technology for external meetings where possible.</b>	<b>Low</b>	
Virus transmission person to person- necessary visitors i.e. engineers carrying out repairs	All employees	<b>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 physical 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. Control access points – provide sanitiser by each access point. Signage requesting visitors to use sanitiser. Designate “host” for each visitor</b>	<b>Moderate</b>	<b>Ensure that visitors remain under control of host and that they work to our covid-19 safe guidelines.</b>

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 – delivery vehicles loading and unloading	2 or 3 people	<p>Driver at gate instructed where to park and asked to remain in the cab until attended.</p> <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 physical 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 yard entrance, driver to use sanitiser and cleaning materials provided. Use staff toilet.</p>	Moderate	As above.
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.	Low	
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 I	Moderate	Procedures are in place to deal with suspected infection – but need to be monitored regularly for effectiveness.
Employee falling ill at work with suspected Covid-19	All employees	<p>Send employee home and request they get a test as soon as possible.</p> <p>Quarantine the area they were working in and commence an immediate clean-up. See <a href="#">Cleaning after suspected infected employee.pdf</a>.</p> <p>This will include communal surfaces that are touched frequently throughout the building</p>	HIGH	

		and site such as door handles, light switches, work surfaces, machine controls, hand pallet trucks, remote controls etc. Toilets and communal kitchen need to be cleaned.		
Cleaning after employee falling ill with suspected Covid 19. Virus transmission from contact with potentially infected surfaces	Employees carrying out cleaning duties	<b>Use PPE when carrying out the clean- as a minimum - disposable gloves, face visor, mask and an apron. Wash hands with soap and water for at least 20 seconds after all PPE has been removed. Waste from clean needs to be double bagged and held in secure storage for 72 hours prior to disposal.</b>	<b>High</b>	<b>Stricter monitoring of remaining staff for symptoms following a confirmed positive result from sick employee.</b>

Signed by Assessor Russell McHardy

Position: Director

Date: 11 August 2020

Review Date: 3 December 2020