

Landor Cartons Ltd	Name of Assessor:		Risk Rating	
	Colin Rownes		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:	<u>Covid 19 Risk Assesment</u>			Date: <u>22/12/20</u>

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, fixed teams who work together, increase communication between departments by non face to face means – i.e. use of radios, Wearing of masks when moving outside team areas, including when using the kitchen and toilets and communicating with non team members	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. Non team members to wear mask when communicating with vulnerable people	Low	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	Consider need for confirmed negative test result before return
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, floor distance marks round the clocking in machine	Low	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, Wearing masks when not in “Work Team Area”	Low	Look at traffic routes round the building, consider options for one way flow where possible, further

				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, Wear visor or mask if we need to run 2 down the bottom.	Moderate	Consider the use of physical screening between team members and the minder. Regular reminders about maintaining social distancing requirements
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 where possible, wear mask if operating the machine and not a member of the gluing team bubble	Low	
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. Masks to be worn by people not in the department bubble when talking to the case sealer operator	low	
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, staggered lunch times to limit numbers in the canteen at any one time. Wearing of masks when using the Kitchen facilities and when moving to and from eating tables. Do not need a mask when sitting down and eating	Low	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, Wearing of masks in communal areas. Cleaning and sanitising carried out as part of the daily clean.	Low	
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. Work Bubble formed by sales office personnel, wear masks when not in the sales office	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	Low	

		distancing. To avoid travel where necessary meetings held using Zoom or Skype, or by telephone calls		
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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. QR code displayed and available for track and trace.Host designated for visitors, Visitors to wear a mask when in the building	Low	Remind staff dealing with visitors at regular intervals about the wearing of masks when in the building
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.	low	Staff dealing with drivers to be reminded at regular intervals that drivers should not be waiting in the building.

		<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 side entrance closest to the loo, driver to use sanitiser and cleaning materials provided on entry. Use staff loo. Drivers instructed to wear a mask when in the building</p>		
Virus transmission from Surfaces – machinery and equipment, door handles and other common use surfaces	All employees	<p>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. Own sanitiser spray bottles issued to staff for personal use.</p>	Low	<p>Issue personnel with own sanitiser sprays, cleaning and sanitisation duties assigned</p>
Virus transmission person to person – from working ill employees	All employees	<p>Encourage isolation when required, sick pay both SSP and company sick pay from day one if instructed to isolate by NHS I I I</p>	Low	
Employee falling ill at work with suspected Covid 19. Virus transmission person to person and virus transmission via surfaces and equipment	All employees	<p>Send employee home and request the get a test as soon as possible. Quarantine the area they were working in and commence immediate clean –up (see cleaning after an infected employee pdf). Immediate clean of communal surfaces that are touched frequently throughout the building and site. This will include door handles, light switches, work surfaces, machine controls, hand pallet trucks, remote controls etc. touch points in Bathrooms and communal kitchen need to be cleaned.</p>	Moderate	<p>Consider obtaining test kits if they become available for company use to quickly check for covid</p>
Cleaning after employee falling ill with suspected Covid 19. Virus transmission from contact with potentially infected surfaces	Employees carrying out cleaning duties	<p>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</p>	High	<p>Consider using specialist cleaning services.</p>

		been removed. Waste from clean needs to be double bagged and held in secure storage for 72 hours prior to disposal		
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Signed by Assessor(s) Position: Date: Review Date:April 2021.....

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