

Risk Assessment

Identification and Control of Hazards to Minimise Risk of Contracting Covid 19 Whilst at Work Ruia Group

Abbreviations and terms used

HMG Her Majesty's Government

WHO World health Organisation

Wipe down refers to the use of disinfectant wipes or absorbent paper with disinfectant spray applied

Wash hands using soap and hot water for at least 20 seconds on arrival at work before eating or drinking, after using the toilet, after wiping down your work area, after using shared equipment or If you sneeze, cough or blow your nose use a tissue bin it immediately and wash your hands, if you wear a face mask and change it. This is not a complete list remain vigilant wash your hands and or sanitise to reduce risk.

The Risk?

The risk is the likelihood of infection from the hazard which is a strain of the Coronavirus now commonly known as Covid 19. Spread of which has been designated by the World Health Organisation (W.H.O) as a pandemic. The risks are high as at the time of writing this 34,636 people have died in the UK. The virus is transmitted through minute droplets in peoples saliva when they cough or sneeze, talk or breathe. Whilst it is recognised that coughs and sneezes are the highest risk, droplets can be transmitted directly or from our hands and may remain infectious on everyday items such as cups, table tops and door handles to name a few and whilst this risk is much lower it remains significant. It should also be remembered that whilst many have died many more have had a very mild cold like illness with some people remaining unaware of the illness (asymptomatic). This final group and the incubation period of the virus make it all the more important that we maintain controls such as social distancing and hand washing.

How Do we control the risk?

Normal practice is to follow a hierarchy of control as follows; Elimination, Substitution, Engineering Controls, Administrative and Personal Protective Equipment PPE. The first 2 are not applicable in this case as we would need a vaccine to eliminate the virus. Thus we focus lower down the hierarchy on Engineering & Administrative controls. For example, supervision, social distancing, protective screens for receptionists, signs to promote social distancing and as a last line of defence PPE. The controls in place on these premises are recorded below. Other documents associated with training and communication are also available.

Who and How Might People be Harmed?

All employees, visitors to site including contractors, delivery drivers, public accessing the site, customers, suppliers and other interested parties are at risk during this Pandemic there is a risk that they may contract Covid 19 whilst on the premises. Whilst everyone is at risk of becoming ill and possibly dying the vast majority will suffer a minor illness People who are Clinically vulnerable are at greater risk of a very serious illness or death and those at most risk are those classified as extremely clinically vulnerable.

Residual Risk

As it is impossible to eliminate the risk of people contracting Covid 19 without suspending operations until an effective vaccine is available, the directors at Ruia believe that as a company everything reasonably practicable in line with government advice to achieve a Covid safe workplace, with a low risk of infection occurring on their premises.

Advice followed includes the Government advice document "5 Steps To Working Safely" shown below.

**REMEMBER WHILST DIRECTORS AND MANAGERS HAVE THE RESPONSIBILITY TO AS FAR AS IS REASONABLY PRACTICABLE PROVIDE A COVID SAFE ENVIRONMENT.
WE MUST ALL REMAIN VIGILANT AND FOLLOW THE RULES**

Signed

V. Ruia

Name Vimal Ruia

Director Date 05/06/2020

5 steps to working safely

Practical actions for businesses to take based on 5 main steps.

Make sure you read all the guides relevant to your workplace. Each guide has specific actions for businesses to take based on these steps. Further guidance will be published as more businesses are able to reopen.

1. Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

3. Help people to work from home

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing

4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

5. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

Areas to Consider	Controls in place	Person Responsible For Maintaining Controls/ Ensuring Compliance
<p>CLEANING AND HYGIENE</p> <p>What additional hygiene measures are required</p>	<p>Extra cleaning will take place particularly toilets / washrooms, touch points e.g. doorplates, and handles, cupboard doors, hand rails etc.</p> <p>Notices are posted to encourage people to wash their hands frequently</p> <p>Dispensers for Hand sanitisers are positioned near entrances and exits and lifts. These should be used frequently and particularly after using lifts or door keypads, hand rails and shared equipment</p> <p>Paper towels are provided rather than linen</p> <p>Wipe down work areas (office and production) and personal equipment at the start and end of their work period</p> <p>Where a work station(office and production) is shared it must be cleaned down between users.</p> <p>Any shared equipment must be wiped down before and after use using disinfectant wipes</p> <p>Where possible people using shared equipment must wear disposable gloves</p> <p>Rubbish will be removed more frequently and extra waste bins are provided</p> <p>Any cleaning that needs to be done will be done</p>	<p>Directors/ Department Managers</p>
<p>Lack of AWARENESS of risks from COVID-19 and required controls</p>	<p>All employees and people returning to work are given an induction including information on Covid 19 and a do's and don'ts list on how they are expected to work as a result</p> <p>All employees have seen a copy of this risk assessment and signed to acknowledge it</p> <p>People are aware that they must not come into work if</p> <ul style="list-style-type: none"> • they have developed any of the symptom or, • they know they have come into close contact with someone who is infected with covid 19 • they have been contacted by the test and trace team and told to isolate 	<p>Department Managers</p>
<p>That everyone who could work from home does WORK FROM HOME</p>	<p>People are supported to work from home where it is possible for them to do so.</p> <p>Only the minimum number of people required to come in to work will do so.</p> <p>Working arrangements are discussed with individuals and some people will both work from home and come into work</p>	<p>Managing Director</p>
<p>WELLBEING. People working at home may feel isolated or begin to feel disengaged from the organisation which can affect their mental health</p>	<p>Equipment and software is available for line managers to keep in touch with people working at home and vice versa. Contact will be maintained both through the use of IT and telephone calls. Where possible short on line weekly team meetings are held to encourage knowledge and ideas sharing. It also gives the opportunity to share problems and concerns.</p> <p>People are encouraged to discuss any problems with their line manager or another person of their choosing e.g. the HR Manager / external counsellor.</p>	<p>Line Manager/ HR Manager</p>
<p>EXTREMELY CLINICALLY VULNERABLE PEOPLE have</p>	<p>Where possible extremely vulnerable people will be offered work that they are able to do at home. Where this is not possible other options including furlough will be considered</p>	<p>Managing Director/HR Manager</p>

been strongly advised by HMG not to work outside the home due to their far greater risk of very serious illness	People who share a home with Clinically extremely vulnerable people should take particular care with social distancing. They should ensure that the company, their line manager and colleagues are aware of this so that where reasonably practicable adjustments can be made.	
CLINICALLY VULNERABLE (not Extremely vulnerable people) have been asked to take extra care in social distancing	Vulnerable people (not Extremely vulnerable people) who are not able to work at home, will where possible be offered work in an area that enables them to comply readily with social distancing rules. People who we know to be in the clinically vulnerable category includes pregnant workers.	Managing Director/HR Manager
The need to treat everyone in the workplace EQUALLY	People at Ruia are aware of their duty to ensure that all employees are treated equally ensuring that no individual or group are treated more or less favourably	Managing director

Areas to Consider	Controls in place	Check? Action! Control! Audit/Inspect!
<p>SOCIAL DISTANCING</p> <p>HMG and the WHO strongly recommend that all people not living in the same household should maintain a safe social distance to protect them from the Covid virus which is carried by droplets when people with the virus cough and or sneeze. HMG has designated 2m as the safe distance between people</p>	<p>Ruia is doing everything reasonably practicable to ensure that people can maintain social distance in all parts of the business.</p> <p>People have been given an induction with information on how to protect themselves from the virus which includes information on social distancing.</p> <p>Notices are posted in every department and room encouraging social distancing and extra hand washing</p> <p>Offices are limited to 1 person unless 2m social distancing can be safely maintained</p> <p>On those occasions where social distancing cannot be followed the company will;</p> <ul style="list-style-type: none"> • Encourage extra hand washing • Ensure that work duration is as short as possible • Make use of screens to protect people such as at reception and point of sale in shops • Design layouts that feature back to back and side to side working particularly where social distancing is difficult to achieve. Where necessary this will be in conjunction with screens • Designate fixed teams of people where more than one person is required to do a task • Provide PPE: nitrile gloves, face coverings and instruct people on its use <p>Note 1. HMG and WHO guidance currently supports the view that masks help protect others from infected people not necessarily vice versa</p> <p>Note 2. People who live in the same household do not need to socially distance</p>	<p>Managing Director/ department Managers</p>
<p>BOTTLENECKS creating risk of people grouping at start and finish times.</p> <p>Bottle necks of people in racking areas during the picking of product</p> <p>People meeting on stairs, in</p>	<p>One way systems are put in place where necessary for people entering and leaving the premises.</p> <p>Direction signs guide people to take the correct route. Information signs inform people of the rules, routes allowed and number of people allowed in canteens and lifts etc.</p> <p>Social distance must be observed and people are instructed not to pass each other in narrow gaps.</p> <p>Where appropriate 2m spacing's are marked on the floor and walls.</p> <p>Dead end racks should be re-configured, where this is not possible there should be only one person in an aisle at a time. People should not pass when between the racks</p>	<p>Managing Director/ Department Managers</p>

<p>corridors and at entrance and exits to rooms People traveling in lifts People congregating in canteens and breakrooms</p>	<p>People should give way to others coming up stairs and exiting lifts and rooms. Only 1 person in a lift at a time. Unless it is essential in a goods lift where 2m is possible Wash hands or apply sanitiser after using the lift, touching bannisters or door plates /handles The number of people allowed in break rooms / canteens is posted at all their entrances. People who are able to should be encouraged to take their breaks in their workplace, outside, or in their own vehicle. Remember in an emergency situation such as an unplanned fire alarm, evacuation takes priority and people may ignore one way systems</p>	
<p>Areas to Consider</p>	<p>Controls in place</p>	
<p>Requirement for people to move between rooms and floors</p>	<p>Where possible people should not leave their work area to visit another unless essential Where it is not possible to be paperless trays or pigeon holes are provided which allows social distancing for the transfer of documents. Wash hands thoroughly and / or sanitise after handling documents and visiting other areas Where contact is required use the phone. Avoid unnecessary contact</p>	<p>Department Managers</p>
<p>Reducing the sharing of equipment</p>	<p>It the intention where reasonably practicable to provide personal work equipment Personal equipment which MUST NOT be shared includes; Desks, workplace chair, keyboard, mouse, telephone and other small office equipment should not be shared. As far as reasonably practicable packing areas and the equipment used in them should be designated to an operative. All work equipment used (includes for maintenance) should be wiped down at the start and end of the working period. Where it is unavoidable for another person to use the work area e.g. for maintenance or repairs (includes technical adjustments that cannot be done remotely on IT equipment) the equipment should be wiped down before and after. Where equipment such as (but not limited to) extraction booths, photocopiers, forklift trucks, powered and other pallet trucks, power tools and cleaning equipment, stand drills, portable electrical appliances etc. should be wiped down at start and end of use. Where IT and other equipment in warehouses is shared the number of people authorised to use it should be managed and where possible limited to one person if this is insufficient then additional computer workstations should be considered. If this is still insufficient then the team approach to a maximum of 2 people should be designated to conduct the task. This should be together with a means of other staff being able to provide the information safely and at a social distance of at least 2m. Those sharing keyboard and mouse should wash hands and use hand sanitiser between uses. Equipment should be wiped down between uses this includes container and trucks Where fork lift trucks and powered pallet trucks cannot reasonably practicably be designated to one person per shift they will be designated to a maximum of two people, where possible people will be issued their own keys and keys should be removed from the truck to prevent use by others. Drivers should wash hands and use hand sanitiser between uses . The main touch points on fork lift and pallet trucks should be wiped down between uses</p>	<p>Department Managers</p>

	<p>People using shared equipment should wash their hands more regularly and between uses</p> <p>Do not answer a phone that is not your own</p>	
Areas to Consider	Controls in place	Check? Action! Control! Audit/Inspect!
<p>Reducing the sharing of equipment</p> <p>Use of production machinery e.g. rolling machines, sewing machines, laying up tables, cutters and other associated production equipment, or lifting tasks</p>	<p>All production machinery and associated equipment are designated to 1 person.</p> <p>Operators of production machinery must use hand sanitiser regularly</p> <p>All production machinery and associated equipment should be wiped down at the beginning and end of working periods with particular attention paid to touch points</p> <p>Where production machinery requires maintenance it must be wiped down before maintenance work starts and when the work has finished</p> <p>Where it is not possible to limit production machinery or other warehousing tasks to 1 person or 2 people are required e.g. lifting tasks then people should work in fixed teams.</p>	<p>Department Managers</p>
<p>Use of company vehicles and work related travel</p>	<p>Vehicles used on company business are restricted to one person. This restriction applies to private and company vehicles. This does not apply to employees who live in the same household or employees with company owned vehicles used for private use transporting members of their own household.</p> <p>Where vehicles have to be shared e.g. Pool cars and vans the inside must be cleaned and sanitised before and after use. Particular attention must be paid to touch points e.g. external handles, boot, bonnet, petrol latches, dashboard, rear view mirror, front and side screens</p> <p>Company vehicles used for personal use eg family cars must not be used as pool cars</p> <p>When fuelling use single use gloves and dispose of at pump waste bin.</p> <p>Hand sanitiser is provided in all vehicles and replacements must be requested in good time</p> <p>Avoid unnecessary travel. Only overnight accommodation that can meet social distancing and hygiene requirements can be used</p>	<p>Managing Director/ Department Managers/ Users</p>
<p>Maintaining social distancing in the production work flow and the passage of product people and equipment</p>	<p>Routes for the passage of people and materials have been specified and must be followed.</p> <p>Information and indicator signs have been posted on walls and floors stating rules and indicating social distance e.g.2m.</p>	<p>Managing Director/ Department Managers</p>
<p>Maintaining social distancing in meetings</p>	<p>All meetings should be held remotely using approved software.</p> <p>Only when essential should people meet face to face and then only if 2m social distancing is maintained. Do not share equipment during meetings e.g. lap tops, phones, pens, pads</p> <p>Hand sanitiser is made available at all meetings</p>	<p>Managing Director/ Department Managers</p>
<p>Social Distancing and Hygiene in Canteens and Breakrooms</p>	<p>Where necessary breaks are staggered to prevent overcrowding</p> <p>Break areas have been set to enable social distancing and where necessary break rotas.</p> <p>People who are able to are encouraged to take their breaks in their workplace, outside, or in their own vehicle. However unless essential, people are asked to stay on site at all break times</p> <p>Linen tea towels have been replaced with absorbent paper towels</p> <p>Hand sanitiser is available in all breakrooms</p>	<p>Managing Director/ Department Managers</p>

	<p>Microwaves and Kettles are provided. These should be sanitised before and after use. Food must not be shared During this crisis employees are required to fetch their own coffee, tea, sugar and milk No food should be stored in breakrooms but can be brought in each day People must fetch their own crockery, cutlery, water bottle and cup. This should be stored at your workplace in a suitable container cupboard or drawer It is recommended that Food and cold drinks which you normally refrigerate is brought to work in your own cool bag / box (2 ice blocks are effective for 1 shift) and is kept in your locker. It is recommended that Foodstuffs have a secondary covering e.g. cling film and be as compact as possible Wipe down your table when you arrive before unpacking your food Wash your hands or apply sanitiser after you have removed food or drink from its primary container and before you remove the cling film or other covering Wipe down your table before you leave Refrigerators have been emptied and anything found in them will be disposed of.</p>	<p>Managing Director/ Department Managers</p>
Areas to Consider	Controls in place	Check? Action! Control! Audit/Inspect!
Accidents and Emergencies	<p>In an emergency situation such as an unplanned fire alarm, evacuation takes priority and people may ignore one way systems First aiders must pay particular attention to hygiene and wash hands after assisting someone Face masks should be provided to all first aiders for use by them and those they are giving aid to</p>	<p>Managing Director/HR Manager</p>
Visitors	<p>Only essential visitors and contractors by appointment are allowed on site Separate toilet and hand washing facilities are available for contractors Contractors must take their breaks in their vans or outside Contractors are met outside and given a copy of safety guidelines Contractors must remain in their area of work All visitors must sign in. Do not share pens with visitors All visitors are advised to view our Covid 19 arrangements on line Essential visitors must be accompanied by their host</p>	<p>Managing Director</p>
Deliveries and Collections	<p>We provide disposable gloves and hand sanitiser gel at goods in and out points Where possible delivery drivers who require unloading should remain outside or in the cab with keys removed from the ignition maintaining a safe distance from others. Avoid passing paperwork direct use tray or other means. Do not share pens Whilst we would avoid drivers entering the premises. Should they require it they should be directed to the appropriate toilet or hand washing facilities Where possible only one person loads and unloads deliveries Hand deliveries will have a clearly marked drop off point where sanitiser will also be available. and PPE should be worn as advised.</p>	<p>Managing Director/ Department Managers</p>

	<p>Likewise for collections social distancing must be maintained. Items for carriers are provided in trucks, boxes, plastic containers and on pallets Containers and tubs used for transporting orders to despatch should be wiped out each day</p>	
<p>Use of Personal Protective Equipment (PPE)</p>	<p>HMG recommend that controls such as social distancing, hand washing, working in teams and reducing the amount of time spent on tasks where 2m cannot be maintained should form the vast majority of an organisations controls to minimise the risk of transmitting the infection. These controls should be put in place ahead of PPE such as face coverings. Government advice states that evidence suggests that wearing a face mask is unlikely to protect the user but may protect others if the wearer is infected but is not showing symptoms Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp and if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. <p>Washing hands is also considered preferable to the use of gloves, whilst it is low risk disposable gloves are provided to limit transmission when handling stock and shared equipment. NEVER SHARE PPE</p>	<p>Managing Director/ Department Managers</p>

This Risk assessment produced 16/05/2020 by Steve Newton has been produced following discussions with employees and directors of the Ruia Group and draws on the recommended requirements of the Government document working safely during COVID-19 in factories, plants and warehouses. It is not a valid document unless authorised by a member of Ruia Group Senior management to agree controls. This document will be reviewed on a regular basis in line with changes announced by the government. Or annually whichever is sooner.

Note: This risk assessment remains valid until it is reviewed and re-authorised.



Name Steve Newton

Position Safety Advisor

Date 16/05/2020

Risk Assessment Authorised by signature..... Print name.....Date Position/ job title.....