

Health and Safety Risk Assessment

Location:	Service Timber – offices and production areas, Brighton and delivery drivers	Subject of Assessment:	Working during COVID 19	Assessment undertaken by:	Mark Dalton Broadgate Safety Consultants Limited	Date of Assessment:	04/06/20
Who may be injured?		Employees, business visitors, contractors		Review Date:	04/07/20		

What is the Hazard?	What is the Risk?	Possible injury	What is already being done?	What further action is required?	Action by?	Action by when	Date completed
COVID- 19 Virus	Exposure to COVID-19 virus	Adverse respiratory conditions, fatality	Where possible, employees are working from home. High risk employees have been identified and are working from home or have been furloughed. The return to work strategy recognises that these people require additional protection and their return to work will be delayed. All employees travel to the premises in their own vehicles on their own or with a member of their household whenever possible. Where employees must travel together, they are advised to keep the vehicle well ventilated and to have hard surfaces, door handles and the controls frequently cleaned and disinfected. It is also advisable to have a maximum of 2 people in the car and have one person sit in the rear passenger seat if possible.	Two- metre spacing lines have been marked on the route from the car park to the clocking- in station to start social distancing as soon as people arrive on site. Signs warning of COVID 19 hazard and required safety actions are displayed at the site entrance and around the site. Hand washing/ sanitising stations are provided prior to the clocking- in station, at the far end of Mill 2, in the office reception area in the site toilets and at various locations around the production areas. Bins are provided which are regularly	No further action required		

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			<p>emptied to remove waste.</p> <p>Employees are required to wash their hands in hot water with soap for at least 20 seconds or to sanitise their hands at the sanitisation stations when they arrive at work. Employees are encouraged to wash their hands before breaks, after breaks and before they leave to go home.</p> <p>Employees arrive at varying times between 06:30 to 07:00 for the mills. There is sufficient space in the mill entrances and in the offices so that social distancing can be maintained during arrival times.</p> <p>Clocking-in is a contactless process use a fob system on a proximity reader.</p> <p>Tea- breaks, lunch and leaving times for the mills are managed to avoid congestion.</p> <p>Canteen or tea break facilities are equipped and laid out so employees maintain 2 metre separation. Employees clean their canteen table on arrival and on leaving the table and dispose of cleaning waste in the bin provided.</p> <p>The offices are spacious enough to maintain 2-metre social distancing and the kitchen area and toilets can be used one at a time. Screens are provided between desks where required.</p> <p>Cleansing wipes are provided for cleaning screens and keyboards. Only one person is allocated to use each screen in the mills.</p> <p>Tools are not generally shared and where there are shared tools, cleaning materials are provided so employees can clean shared tools before use.</p>	<p>No further action required</p>			
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			<p>Forklift trucks and sideloaders are generally allocated to an individual employee but cleaning materials are provided to clean hard surfaces, handles and controls etc.</p> <p>Employees must keep 2- metres separation from each other whenever possible.</p> <p>The offices are of a large enough size to allow safe working. A sign is displayed at the office entrance to stop visitors from entering without permission.</p> <p>The mills are large enough to allow safe working. There are very few operations which require employees to approach within 2- metres of each other.</p> <p>However, when the tasks that require the 2-metre exclusion rule to be broken have been identified and include:-</p> <ul style="list-style-type: none"> ▪ Operation of the beam saws; ▪ Manufacturing lids in Mill 3; ▪ Banding and pushing out packs in Mill 1. <p>Safe systems of work have been devised for these operations and employees have been trained. Dedicated pairs or employees have been allocated these tasks. Use of RPE is the last resort control measure. (See separate risk assessment).</p> <p>When materials are delivered into the premises, a safe way of working is adopted so goods can be off-loaded safely without employees coming within 2- metres of delivery drivers.</p> <p>Service Timber delivery drivers report in at client premises, prepare their vehicles for unloading and hand over delivery note whilst maintaining social distancing. They have hand sanitiser in their cabs to regularly sanitise their hands.</p>	<p>No further action required</p>			
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