

Rowlinson Knitwear Limited COVID-19 risk assessment

Unit 1A, Discovery Park, Crossley Road, Stockport, SK4 5DZ



Assessment Carried out by: N.Ryan & C.Rowlinson

Date of Assessment: Started 01/05/2020, work continues

Review Date: weekly

Assessment Number: 1.4

Original Published: 12/06/2020. Checked reviewed weekly. Latest version published 20-11-20.

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6-15 Medium Risk							
16-25 High/Unacceptable Risk		Negligible	Minor	Moderate	Major	Catastrophic	
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	Unlikely	2	2	4	6	8	10
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Event or Task	The hazards and risks & Who might be harmed and how?	Existing Control Measures	Risk rating			Additional Controls	New risk rating			Action/ monitored by who	Action/Monitor by when
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Use of Face Mask's	Colleagues Agency Staff Visitors incl. post etc - Spread of infection through close contact (less than 2m)	2m distancing rule and signage	3	3	9	Face masks must now be worn when entering and moving around the building. They can be removed when at or desk or work station.	2	2	4	NR & CR	Complete Early November
First Aiders	All colleagues and visitors - Risk of infection from touching contaminated surfaces	Surgical gloves	3	4	12	Face masks, face screens, gloves and gowns to be provided & worn. Guidance produced and issued for the safe use of PPE and administering First Aid (based on guidance from St. Johns Ambulance)	3	2	6	CR & DC	Complete 06-07-20
Emergency Procedures - Fire & Evacuation	All colleagues and visitors - Risk of infection from touching contaminated surfaces	Fire Evacuation Plan	2	4	8	Reminder to colleagues that 2m distancing must be observed during fire drills and emergencies including when stood in / near the Fire Assembly point. When more colleagues are back in work carry out Fire Drills to test compliance to the points above. Included in the training material.	2	4	8	CR, ISm, NR	Complete 06-07-20
Water checks - safeguard against Legionella	All colleagues and visitors - Risk of infection from drinking contaminated water		2	4	8	Purchase water testing kit Setup water plan Carry out water checks inline with the guidance and document	1	4	4	CR	Completed 30-5-20
Place of work (Home or Discovery) Returning to work	Colleagues Agency Staff Visitors incl. post etc - Spread of infection through touching contaminated areas - keypads, door handles,	Everyone that is not furloughed who can work from home is working from home. Currently only and skeleton crew are working onsite	2	4	8	Carrying out risk assessment for each person working from home or for those that will be. Following Government guidance anyone that is not furloughed that can work from home should do so as much as possible. Consider phased return for any colleagues who are particularly anxious or may struggle with full-on return to normal duties	2	4	8	CR, NR	Risk assessment issued 11-06-20, completed by all 03-07-20

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Travelling to and from work	Any colleague on public transport or those doing drop offs en route to work. - Risk of infection from contact with infected people or surfaces	All public transport colleagues are either on furlough leave or are getting lifts to work from family members currently. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	2	4	8	Discussions taking place with individuals to understand their circumstances case by case Inline with Government guidance: Car, Walk, Ride are preferred modes of transport. Public transport to be avoided where possible. Options to alter working patterns to include weekend working instead of during the week, night shifts etc in favour of conventional working patterns to ensure travel can be done at quieter times Bookable black cabs (separate compartment driver/passenger) to be used to get someone home if they are feeling unwell PPE to be available to those that want it, masks & gloves Car sharing to be avoided if at all possible	3	4	12	NR and Managers to support colleagues individually	On going
Entering and exiting the building. Navigating around the building when in work	Colleagues Agency Staff Visitors incl. post etc - Spread of infection through touching contaminated areas - keypads, door handles,	Automatic anti bacterial hand gel in entrance areas Reminder for colleagues to wash hands	4	4	16	Training for colleagues included hygiene, hand washing and avoiding contaminated surfaces Care packs provided for all colleagues included anti-bacterial hand gel Contactless key fobs issued to all colleagues for swiping in Contactless door opener and button push device to open doors and enter door numbers without touching them issued to everyone Only essential visits - and post collection etc to remain at the door - not entering the building unless absolutely necessary Signage as a reminder for hygiene put up all around the building Avoid moving around the building wherever possible	2	4	8	CR overall, all managers ad-hoc	Complete 06-07-20

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Eating / Lunch times and food preparation. Use of Kitchen and Canteen areas. Smoking area	All colleagues - Risk of infection from contaminated surfaces	Skeleton team in currently - limited number of colleagues using communal space and observing 2m rule	3	4	12	2m rule to apply in all canteen areas - tables set out with only 1 chair per table = maximum of 7 in canteen and 1 in kitchen. Signage in place and one way system for entrance and exit doors. Colleagues to clean food areas both before and after use Relaxed eating policy to allow eating at desks in office areas providing good hygiene is followed Colleagues encouraged to bring own food and not visit shops during lunch breaks where possible Hand wash and Hand sanitiser guidance and equipment in place on Kitchen and Canteen Part of work shift patterns we'll need to stagger break times so we don't exceed 7 for those that'll use the canteen - see Colleague Plan tab for details when arranged Smoking area - people to go on smoking breaks at different times wherever possible to ensure that people outside it kept to a minimum	3	4	12	NR on training Managers to oversee CR to audit	Complete 06-07-20
Use of Toilet facilities	All colleagues - Risk of infection from contaminated surfaces	Regular cleaning of facilities	3	4	12	Only 1 person in each toilet area at a time. Hand Washing instruction signage in place Paper towels available and new pedal bins in place Disposable Toilet seat covers available	1	4	4	NR provided training Managers to oversee CR to audit	Complete 06-07-20

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Banks of workers / working together	Any colleagues who are positioned in close proximity to others; office, warehouse desks etc -Risk of infection from close proximity to other people who may be infected	Skeleton team in currently - limited number of colleagues using communal space and observing 2m rule All colleagues who can work from home are currently	1	4	4	No close working Colleagues who can to continue to work from home Eventually we expect 50% of those who can work from home to do this on a rota basis Screens placed at some desks for additional protection Some desks marked 'out of use' to ensure 2m distancing maintained 2m spaces marked out in all office areas Signage in place all around the building To be covered in training	1	4	4	Managers to oversee	On going
Use of equipment	All colleagues, contractors -Risk of infection through touching contaminated surfaces		4	4	16	Cleaning of own equipment covered in training and packs of surface wipes provided Avoid sharing equipment wherever possible Colleagues must clean equipment both BEFORE and AFTER they use it Anti-bacterial wipes in stock and available PPE is available for colleagues to use as appropriate including face masks and gloves Large office printer - has been moved to area where it's 2m away from anyone's workstation and wipes in place at printers	2	4	8	NR provided training Managers to oversee CR to audit	Complete 06-07-20
Surface contact - touching things others have come into contact; door handles, paperwork, desk areas etc	All colleagues and visitors - Risk of infection from touching contaminated surfaces	Cleaning schedule to cover surfaces and frequently used areas	4	4	16	Care packs included the contactless door opening device for opening doors etc without touching them Training included personal hygiene and personal cleaning schedule that is in place around the building	3	4	12	NR provided training Managers to oversee CR to audit	Complete 06-07-20

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Use of our Warehouse	All colleagues and visitors - Risk of infection from touching contaminated surfaces		4	4	16	Container offloading: ensure that 2m distancing is maintained at all times. Signage to be in place Order picking: avoid aisles where someone is picking, for ease of reference the minimum distance to be maintained to be 1 racking bay (2.75m). No passing in aisles. Despatch Area: fast moving area. Ensure that 2m minimum distance is maintained at all times. Wherever possible keep numbers working in this area to a minimum. Use separate areas for each shift (checking table and computer workstations). DPD loading: to be done by one person at a time, one of trailer and one of FLT doing loading. Ensure that the driver stays outside and a good distance away (no less than 2m). Fork lift trucks: ideally limit use of FLT's to one person per shift. Cleaning of FLT before and after use inline with cleaning schedule.	3	4	12	CR produced and issued signage. NR & ISI provided / providing training.	Complete 06-07-20
Warehouse - unloading containers (carried out 04-06-20 on Totex container TCKU1116439 20 Foot)	Working too closely together, all colleagues working on containers - Risk of infection from touching contaminated surfaces	Additional Signage & Hand Wash station in goods in area	4	4	16	Separate detailed risk assessment carried out. In the process of finalising changes to process, production of signage and training material			CR to produce signage and training material. ISI to deliver training	Complete 06-07-20	
Warehouse / Embroidery Top ups and Yellow orders	Working too closely together and departments mixing - Risk of infection from touching contaminated surfaces		4	4	16	All top ups and yellow orders to be picked and placed on the racking for the set that is doing them that week. Dedicate SLACK channel is set up to enable remote communications between departments	1	4	4	CR to produce signage and training material. ISI to deliver training	Complete 06-07-20
Gatherings and colleague briefings, training etc	All colleagues - Risk of infection from contact with infected people or surfaces	All suspended and meetings taking place in form of video briefings, zoom etc	1	4	4	No gatherings until further notice. All to be done via video / zoom / slack Showroom & other meeting rooms to be kept free for any private conversations which need to take place to allow for space between colleagues	1	4	4	Managers	Complete 06-07-20

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Health Surveillance / screening. Sneezing / coughing etc. Personal hygiene.	All colleagues - risk spread of infection from one person to another	Cleaning schedule cover surfaces and frequently used areas Colleagues provided with tissues and hand sanitizer and reminded of good hygiene	4	4	16	Training included symptoms (signage in place) Disciplinary could be actioned if colleagues are found to have come to work with symptoms Self-temperature checks using temperature strips provided in care packs Pre-return to work health check / declaration to be issued and completed w/c 15-06-20 Regular 'good health' declarations once back at work Health declarations for essential visitors / contractors All used tissues to only be placed in red bins provided Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or hand dryers. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands. Tissues are available to everyone. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus	1	4	4	All colleagues	On going
Cleaning of premises by cleaner(s)	All colleagues - risk spread of infection from one person to another	General cleaning of full premises inline with cleaning schedule	4	4	16	Checks will be carried out by line managers to ensure that the necessary procedures are being followed. Cleaning rota for Martin has been assessed and reprioritized to give greater focus on areas of risk (surfaces & door handles for Cleaning). Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods).	2	4	8	CR & ISI	On going

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Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19)	All colleagues - risk spread of infection from one person to another		4	4	16	Refer to here for guidance when if required: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	2	4	8	CR & ISI	On demand
Mental health and wellbeing	All colleagues	Regular communication of mental health information and open door policy for those who need additional support.	4	3	12	Mental Health Promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress	4	3	12	All colleagues	On going
Symptoms of Covid-19	All colleagues - risk spread of infection from one person to another		3	4	12	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a colleague has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	3	4	12	All colleagues	On going

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Social Distancing	All colleagues and visitors - Risk of infection from touching contaminated surfaces		4	4	16	Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce the number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Social distancing also to be adhered to in the canteen area and smoking area.	2	4	8	All colleagues	On going

