

HEALTH & SAFETY RISK ASSESSMENT

Assessment Ref: EMG_01EAG	Description of Task (duration, no. people involved etc.): Dealing with the current Covid-19 pandemic in the workplace Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This risk assessment involves the prevention of the potential spread of Covid-19 in the workplace at Euroview Architectural Glass and is site generic. Further task/area specific assessments are also being carried out.	Date: 15/05/2020 Page: 1/10
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Hazard Identified	Who is at risk	Control Measures in place	Comments and Additional Control Measures in place (or intended to be in place)	By Whom	By When	Date Completed
The spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Contractors • Visitors • Cleaners • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, workers those with existing underlying health conditions 	<p style="text-align: center;"><u>Legislation/Advice</u></p> <p style="text-align: center;"><u>Information</u></p> <p>Hand washing guidance posters in place.</p> <p>Staff encouraged to protect the skin by applying moisturising cream provided regularly.</p>	<p>Constant monitoring, assessment, and review of best practices during the pandemic.</p> <p>All employees are given 1-2-1 instruction regarding the current Covid-19 risk assessment and will be updated with any further amendments.</p> <p>Implementing/amending practices, PPE, advice to staff, etc. as and when changes to legislation/advice occur. This also applies to any staff returning from isolation, furlough, etc.</p> <p>Latest advice, policies and practices are posted on all company notice boards, communicated through email and at daily production meetings,</p>	Operations Director/ Health and Safety Manger	Ongoing	Ongoing

			<p>monthly health and safety meetings and directors' meetings.</p> <p>Regular announcements are made via the company's public address system to remind employees of social distancing, regular hand washing and other good practices during the covid-19 pandemic.</p> <p>Any employee with concerns or input regarding the possible spread, and/or prevention of, Covid-19 in the workplace can address them to the Operations Director directly.</p>			
		<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in provided.</p> <p>Hand washing guidance posters in place.</p> <p>Staff encouraged to protect the skin by applying moisturising cream provided regularly</p>	<p>Stringent hand washing regime in place. Hands are washed upon arrival and when leaving the premises. This is also done before and after breaks.</p> <p>Hand gel sanitiser stations have been positioned and sign posted in more than 10 areas where washing facilities not readily available,</p>	All Management /Supervisors	Ongoing	Ongoing
		<p><u>Social Distancing</u></p> <p>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</p>	<p>Persons entering and leaving the premises (and clocking on/off or signing in/out where necessary) 2 meters apart (some walkways, factory floor, work areas, etc, have been marked up. This process is ongoing).</p> <p>All Managers and Supervisors are to ensure that social distancing is imposed and lead by example.</p> <p>Steps have been taken to review work schedules to reduce the number of workers on site at any one time: -The dayshift will commence at 6:15 am so that there will be no 'crossover' with nightshift leaving at 6am during the pandemic. Social distancing is to be observed by members of the same shift when entering or leaving the building at the beginning and end of their shift.</p>	All Management /Supervisors	Ongoing	Ongoing

			<p>-Employee break times are being staggered.</p> <p>-Working from home is being facilitated for employees wherever possible.</p> <p>Social distancing is to be maintained during break times. The canteen area has been limited to 4 employees sitting at separate tables, 2 metres apart, to sit and eat lunch. The smoking area has also been limited to a maximum of 4 people 2 metres apart at any time.</p> <p>Employee office workstations/desks are at least 2 meters apart.</p> <p>Conference calls/video conferencing to be used instead of face to face meetings where practical. Where face to face meetings are necessary, only those attendees that are necessary will attend and obey social distancing practices. The meeting room will be cleaned on a 'clean as you use' basis.</p> <p>Constantly reviewing manufacturing and work processes to ensure social distancing is in place wherever possible.</p> <p>Only 1 person in the toilets/bathroom at a time where possible. The locker room is also being limited to one person at a time where possible whilst observing social distancing when this is not possible.</p> <p>Where the 2m social distancing measure cannot be observed, where a two-person lift is required for example, those members of staff will:</p> <ul style="list-style-type: none"> - Wear appropriate PPE and RPE. - Keep the duration of the activity to the absolute minimum possible. - Perform the task with sideways interaction if possible. - Clean hands following the 			
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			activity.			
		<p align="center"><u>RPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p>	Evidence suggests that wearing a face covering does not necessarily protect the wearer, but it may protect others if the wearer is infected but has not developed symptoms. Half masks are being supplied and worn on the Site by all employees on site. This must be enforced	Shift/Office/ Health and Safety Manager Supervisors	Ongoing	Ongoing
		<p align="center"><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p>	<p>The application, wearing and disposing of protective gloves is covered in further job specific risk assessments.</p> <p>Employees are instructed on how to remove and dispose of gloves safely.</p>	Shift/Health and Safety Manager Supervisors	Ongoing	Ongoing
		<p align="center"><u>Workstations</u></p> <p>Ideally every employee should have their own personal workstation/space during their shift which is not changed or shared.</p>	<p>Equipment such as phones, desks and computers will not be shared during the pandemic.</p> <p>If an employee begins the shift on a specific task/machine or in a specific area, they will stay on that job for the entire shift. No switching of jobs/shifts or staff rotation is to take place.</p>	Shift/Office/ Health and Safety Manager Supervisors	Ongoing	Ongoing

		<p align="center"><u>Cleaning</u></p> <p>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.</p>	<p>Increased instances of cleaning have been initiated in the factory, offices and on the premises in general. These include the cleaning/disinfecting of office and factory equipment and surfaces by a designated member of staff with disinfectant wipes at least twice during each shift:</p> <ul style="list-style-type: none"> - Supervisors are responsible for cleaning on the factory floor. They are supplied with their own disinfectant supplies and must always wear latex gloves when cleaning. - Office based staff are responsible for cleaning their own desk and equipment. They are supplied with their own disinfectant supplies and must always wear latex gloves when cleaning. <p>An additional 15 minutes (30 in total) at the end of each shift has been designated for further cleaning too.</p>	Shift/Office Manager	Ongoing	Ongoing
		<p align="center"><u>Other Measures</u></p> <p>Other measures that are being taken to prevent the potential spread of the Covid-19 virus</p>	<p>To reduce possible 'touch based' contamination some doors are left open and keypads disengaged where possible (considering fire doors). PIR switches are also being fitted where possible.</p> <p>Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. In good weather office windows are also left open wherever possible.</p> <p>Minimal transit and interaction of people within the factory. This includes the use of drop off points/transfer zones to convey paperwork, materials, etc. where practical.</p>	All Management /Engineers	Ongoing	Ongoing

		<p>Symptoms of Covid-19</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team 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</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to self-isolate and follow the stay at home guidance. If they are unable to leave immediately, the patient will be isolated in the First Aid room until they leave. The First Aid room will then be deep cleaned afterwards.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature outside of the workplace they are advised to self-isolate and follow the stay at home guidance. They must inform the company by phone of their situation as soon as possible.</p> <p>Shift managers will maintain regular contact with staff members that are self-isolating.</p> <p>All employees' temperatures are taken at the beginning of their shift and upon their return from their lunch break.</p> <p>No employee is to commence work without their temperature being taken. Employees that require their temperature to be taken should find their shift manager to be tested.</p>	<p>All Management</p> <p>Shift Manager/Health & Safety Department</p>	Ongoing	Ongoing
		<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>There are several mental health awareness/informational posters situated within the factory and offices.</p> <p>The company also employs a mental health first aider.</p> <p>All employees must be aware that a lot of people that have to come to work are very stressed and concerned for their health please ensure you understand this when interacting with staff.</p>	All Management	Ongoing	Ongoing

		<p><u>Company Drivers</u></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Drivers are allocated to the same specific vehicles and do not deviate from this wherever possible. Every driver is to clean his cab at the end of every shift, wipe down steering wheel etc. Where a driver must use a vehicle other than his own, that vehicle is to be cleaned with disinfectant before use.</p> <p>Drivers are provided with hand sanitiser for their own personal use when leaving the premises on work business.</p> <p>Drivers on site are to wear masks. Drivers are to fully comply with the company's current practices regarding Covid-19 and the practices/rules of the site they are visiting.</p> <p>Drivers are to unload without assistance (where safe and practical to do so). Paperwork is not to be signed. The 'yellow' delivery sheet copy is to be left with the customer upon successful delivery.</p> <p>One fork truck driver is designated to operate a specific fork truck per shift. The driver of each fork truck will be responsible for cleaning their truck down at the end of each shift.</p>	<p>Transport/ Health and Safety Manager</p> <p>Shift Manager/ Supervisor</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
		<p><u>Delivery/Collection Drivers</u></p> <p>All non-essential deliveries are presently not being accepted on the premises.</p>	<p>All non-essential deliveries/collections are presently not being accepted on the premises.</p> <p>Deliveries/collections are not being accepted on site without prior arrangement and subsequent confirmation from a member of management of the company.</p> <p>Before making a delivery/collection, all suppliers are made aware of the company's current rules and practices regarding Covid-19 and requested to fully comply with them upon arrival on site.</p>	<p>Shift/Office/ Transport/ Health and Safety Manager</p>	<p>Ongoing</p>	<p>Ongoing</p>

			During deliveries/collections interaction is kept to a minimum. Delivery/collection drivers are encouraged to stay in their vehicles where this does not compromise their health and safety.			
		<p><u>Visitors/Contractors</u></p> <p>All non-essential visitors/contactors are currently not being admitted to the premises.</p>	<p>All non-essential visitors/contactors are currently not being admitted to the premises.</p> <p>No visitors/contractors are being admitted to site without prior confirmation/permission from a Director of the company.</p> <p>All visitors/contractors to report to reception in the first instance where they will be signed in and given an induction (including specific instruction in the company's current measures regarding Covid-19). All visitors/contractors will also have their temperature taken upon arrival.</p>	<p>Directors</p> <p>Shift/Office/ Health and Safety Manager</p>	Ongoing	Ongoing
		<p><u>Off Site Activities</u></p> <p>Presently all non-essential visits to other sites (customers, suppliers, etc.) are being postponed.</p>	<p>Employees working from home are reminded to follow the current government advice. Department managers will maintain regular contact with staff members that are working from home and update them on any developments.</p> <p>Presently all non-essential visits to other sites (customers, suppliers, etc.) are being postponed. Any employee performing an essential visit must fully comply with the company's current practices regarding Covid-19 and the practices/rules of the site they are visiting. The visit must also be approved by a Director of the company in the first instance.</p> <p>Where employees are required to stay away from home overnight, these</p>	<p>Department Managers</p> <p>Directors</p>	Ongoing	Ongoing

			<p>instances (including duration and location) must be logged for the purpose of the possible requirement of contact tracing. Any potential overnight accommodation must meet social distancing guidelines.</p> <p>Any employee that is currently employed in a second job must report this information to the Operations Director and a separate risk assessment will be carried out regarding the potential implications.</p>	Operations Director	Ongoing	Ongoing
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Assessors' Name: Gary Wilton/Jason Day

Signature:



HEALTH & SAFETY RISK ASSESSMENT ACTION PLAN

<p>Assessment Ref: EMG_01EAG</p>	<p>Description of Task (duration, no. people involved etc):</p> <p>Dealing with the current Covid-19 pandemic in the workplace</p> <p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.</p> <p>This risk assessment involves the prevention of and dealing with the potential spread of Covid-19 in the workplace at Euroview Architectural Glass.</p>	<p>Date:</p>
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Ref.	Action Required	By Whom	Signed	By When	Date Completed	Original Assessors Signature

Review Date:

Assessors Name:

Signature: _____