

RISK ASSESSMENT

Operation/Activity: Coronavirus (Covid 19) Workplace Risk Management	Persons at risk: All employees <i>(Plus any visitors to site)</i>	Location: Newmor Group Ltd sites (UK)
Assessed by: Emma Reading	Position: Health & Safety Manager	Date: 19th May 2020 <i>Revised 03 August 2020 03 & 07 September 2020</i>

Coronavirus disease 2019 (COVID-19). This is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact most often via small droplets produced by coughing and sneezing and talking.

The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

How might people be harmed?

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.

Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

Please note - Because of the number of potential individual variables such as age, general health, pre-existing medical conditions and length of exposure (which for most cases will be an unknown in itself) and also an individual's family and work colleagues adherence or otherwise to Government and HSE guidelines it is very difficult to provide any definitive guidance as to risk levels. At present the likelihood is ever present and whilst we know that many, many people have recovered many others have died as a result. As such we have recorded hazard and risk and our control measures.

This assessment is designed to support the Company's management of the risk to our employees of contracting and spreading the virus whilst at work (and home) and will be shared and updated as necessary.

If you have any questions or concerns please do not hesitate to contact your manger in the first instance.

This assessment must be read in conjunction with the Production warehouse document requirements

Risk/Harm Potential	Who is at risk	Initial Risk rating	Control Measures in place	Final Risk Rating	Additional measures to consider
Spread of virus outside of work leading to employee illness from others and vice versa	All employees, employees family and friends and anyone who may come into direct or indirect contact	High	All staff are reminded to follow all Government guidelines at home, within their social circles and when out and about including travelling, socialising and shopping etc.	Medium	Ongoing communication and feedback re this risk assessment and related with the workforce both those in work and those at home / furloughed
Spread of virus when traveling to and from work and general travel versa	All employees, employees family and friends and anyone who may come into direct or indirect contact	High	All staff are reminded to follow all Government guidelines. Public transport should be avoided if possible. If unavoidable face mask/coverings must be worn. If car sharing car interiors cleaned / sanitised and the passenger should wear a mask and sit behind the driver	Medium	
Spread of virus in the workplace leading to employee and other persons illness	All employees and any persons on site (contractors /visitors etc.) via direct or indirect contact	High	Employee self-isolation: <ul style="list-style-type: none"> All staff understand that as per public health guidelines they should not come to work for the specified length of time if they or their family have shown symptoms associated with COVID-19. They should also report any symptoms or test results to their supervisor, manager, or HR. 	Medium	
Spread of virus in the workplace leading to employee illness	All employees and any persons on site via direct or indirect contact	High	Remote working: <ul style="list-style-type: none"> Remote working measures have been implemented for all appropriate roles. VPN access and MS Teams in place for all users. Return to office working to be mixed remote/office basis with employee office days alternated to reduce contact. Desks rearranged to create 2-metre spacing. 	Medium	
Spread of virus in the workplace leading to employee and other persons illness	All employees and any persons on site (contractors /visitors etc.) via direct or indirect contact	High	<ul style="list-style-type: none"> Canteens – open to staff with tables are spaced out to ensure social distancing and only a limited amount of people at any time. A one-way system also in place and cleaning down of tables and areas once finished needs to be completed. Facilities available for preparing of food and drink only with breaks to be taken <i>alone</i> in cars, outdoors or communal areas where distancing can be maintained. Shift times and break times have been staggered where possible to reduce contact. 	Medium	

	<p><i>External parties</i></p>	<ul style="list-style-type: none"> ▪ All machine working practices have been reviewed and adapted where necessary to observe distancing guidelines. See COVID-19 Production & Warehouse Policy for individual machine details. ▪ Production and maintenance staff advised against sharing tools or to sanitise before/after use if unavoidable. ▪ Measures introduced for individual office members/teams. See COVID-19 Office Policy for details. ▪ Office desks rearranged to create 2-metre spacing. Where not possible, screening installed. ▪ Staff advised to use disinfect wipes before and after using communal phones and computers. ▪ All staff communication and meetings to be done electronically where possible. Where physical meetings unavoidable, social distancing to be adhered to. <p>Social distancing (external parties):</p> <ul style="list-style-type: none"> ▪ The Company is not receiving any external visitors unless essential to the ongoing operation of sites. Any visitors to be advised to manager and preparations made. Delivery/collection drivers – procedures in place to reduce contact including signage, remaining in vehicles, non-signing. <p>Special hygiene measures:</p> <ul style="list-style-type: none"> ▪ Notices on hand washing and general hygiene are displayed at appropriate locations. ▪ Hand sanitizer provided for use when entering and exiting buildings and at various locations. ▪ More thorough cleaning procedures implemented with external cleaners. ▪ Clocking-in machines to be wiped down with disinfectant daily. ▪ Staff to use paper towels to open doors leading from toilets. Some doors propped open where no contravention of fire regulations. ▪ All workstations to be cleaned with anti-bacterial spray (located on every machine) at start and end of shift. ▪ Sites to have adequate supplies of sanitiser, soap and paper towels. Order supplies through cleaning company. 		<p>Ensure adequate stocks</p>
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Risk/Harm Potential	Who is at risk	Initial Risk rating	Control Measures in place	Final Risk Rating	Additional measures to consider
Spread of virus in the workplace leading to employee and other persons illness	All employees and any persons on site (contractors /visitors etc.) via direct or indirect contact	High	<p>Personal Protective Equipment (PPE) use;-:</p> <ul style="list-style-type: none"> ■ PPE is part of Company response to COVID-19 but is emphasised to employees that it PRESENTLY should be viewed as last line of defence: social distancing and hygiene are of primary importance. ■ For certain operations identified where social distancing is hard to maintain then PPE (masks and gloves) are to be mandatory in these areas. Such will be provided by the company, to include a visor if requested. <p>In other non-mandatory areas, PPE will be provided by Company on request. Staff may wear masks / face coverings if they wish.</p> <p><i>For information</i> <i>Face coverings can be very simple and may be worn in enclosed spaces and / or where social distancing is not possible, it just needs to cover your nose and mouth. This is not the same as those surgical masks and respirators used by health and care workers. Similarly face coverings are not the same as PPE used to manage things like dust and spray in an industrial context.</i></p> <p>Where the need for PPE has always been a requirement then this must continue to be used / worn as part of our safe systems of work</p>	Medium	<p>Ensure adequate stocks</p> <p>Ensure staff wear such as required</p>
Mental Health and Welfare Employee illness	All employees	High	<p>Provision for effects of pandemic on mental health:</p> <p><i>Ensuring the mental health of all persons is essential. Awareness and focus on this is all the more important in times of uncertainty</i></p> <ul style="list-style-type: none"> ▪ Dedicated Employee Assistance Program for all staff and their families to assist with mental stress resulting from pandemic. ▪ Occupational Health appointments and surveillance revised and carried out effectively considering social distancing. ▪ First aid provisions in place. 	Medium	
First Aid and Accidents <i>(It will not be possible for First Aiders to maintain 2 m distances)</i>	First Aiders providing treatment	High	<p>First aiders must wear masks and gloves when providing treatment Ideally the injured person must also wear a mask if possible If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p>	Medium	Ensure adequate First Aider provision etc.
Meals and breaks	All employees	High	Canteens – These are open to staff who require to sit in this area for their break. Tables are spaced out to ensure social distancing remains in place and only a limited amount of	Medium	

<p>Spread of virus in the workplace leading to employee and other person's illness from lack of social distancing and indirect contact (Surfaces, kettles cups etc.)</p>			<p>people are allowed in at any time. A one-way system also in place and cleaning down of tables and areas once finished needs to be completed. Facilities available for preparing of food and drink only with breaks to be taken <i>alone</i> in cars, outdoors or communal areas where distancing can be maintained. Do not make drinks for others. Use your own cup. Ensure any crockery and cutlery is properly cleaned</p>		
<p>Clinically extremely vulnerable and vulnerable groups</p>	<p>All employees</p>	<p>High</p>	<ul style="list-style-type: none"> ▪ All clinically extremely vulnerable and vulnerable groups are furloughed <i>at present</i> <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 follow the stay at home guidance. Line managers will maintain regular contact with employees during this time.</p> <p>If employees find out that have been in contact with someone who has developed COVID-19 or is isolating in case they develop COVID-19 they must inform their line manager immediately to discuss self-isolation.</p> <p>The company will follow all appropriate guidelines for any staff who are classed as;-</p> <ul style="list-style-type: none"> - clinically vulnerable; - extremely clinically vulnerable and/or - new and expectant mothers and - the higher-risk groups include those who are from some Black, Asian or minority ethnicity (BAME) backgrounds <p>Appropriate reasonable adjustments will be made for any person with a disability.</p> <p>None of the above known presently.</p>	<p>Medium</p>	<p>Social distancing and all appropriate measures to be in place for their allocated position on return.</p> <p>Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable will not be engaged in any related activity on or off site at present</p>
<p>Deliveries etc.</p>	<p>All employees and any persons on site (contractors /visitors etc.) via direct or indirect contact</p>	<p>High</p>	<ul style="list-style-type: none"> ■ Inbound – sign on door, ring door bell and someone will assist observing the two metre Distance. Driver to sit in cab, we will unload and drop paperwork in box provided. ■ Outbound – collecting unit 2, paperwork in box etc. <p>See also Production warehouse document requirements</p> <p>FLT operators to clean down the touch points in the cab at the start and end of each shift if only them using the FLT. However if sharing a FLT it must be cleaned down every time it is used.</p>	<p>Medium</p>	
<p>Test , Trace and Protect</p>			<p>To assists the NHS's Track and Trace process a list of attendance / shift patterns etc. will be retained for 21 days and made available to the NHS Wales on request</p>		<p>Start to collate / record those in work in case there is ever</p>

<p>Public Health Wales and Outbreaks</p>			<p>If one of your employees is notified to self-isolate for 14 days because they have come into close contact with someone who has tested positive for coronavirus, and are unable to work as a result, they should notify you that they are unable to work within the deadline you have set in your sickness absence policies (or normally within 7 days if you have not set one).</p> <p>Contacts will be provided with written confirmation of the instruction to self-isolate which they can share with you as their employer. Only those who have had close recent contact with someone who then tests positive for COVID-19 will be asked to self-isolate.</p> <p>If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health Wales will, if necessary, be assigned to help you as an employer to manage the outbreak. Employers should seek advice from their local authority in the first instance.</p> <p>If there is more than one case of COVID-19 associated with your workplace, you should contact Public Health Wales/ NHS Wales Test, Trace, Protect Service to report the suspected outbreak. A nominated single point of contact (SPOC) should make this contact with them. If they declare an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts.</p>		<p>an NHS enquiry</p> <p>Nominate a SPOC</p>
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Recommended Further Action:
Information links

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

26/03/20: Newmor Wallcoverings is currently working. Morland has a skeleton shift to service the modular / rapid-deployment construction sector. There is a single person in the Group accounts office. All other staff are either remote-working or furloughed.

30/03/20: Morland shift altered from 5-day to 4-day in order to leave >72-hour period over weekend (indications that virus survives <72 hours on surfaces).

31/03/20: New social distancing measures drawn up for laminators. See separate document. Measures to be written up for all operations pending post-lockdown reopening.

01/04/20: Newmor Wallcoverings furloughed office staff.

15/04/20: New social distancing measures drawn up for wrappers and warehousing. See separate document. Measures to be written up for all operations pending post-lockdown reopening.

27/04/20: New social distancing measures drawn up for Unit 10 machines. See separate document. Measures to be compiled in one document for induction.

01/05/20: Newmor Wallcovering has a skeleton shift to service the hospital and export market.

13/05/20: Draft induction process circulated to management for comment.

29/05/20: Induction finalised and rolled out to staff.

09.09.2020: Reviewed all Covid-19 paperwork & literature – Sent out Covid-19 presentation to all staff

Name of Assessor:	Position of Assessor:	Signature of Assessor:	Date of Assessment:
Emma Reading	Health & Safety Manager		07.09.2020
Approved by	Position	Signature	Date
Paul Kelly	Gallagher Risk Management Consultant		07.09.2020