



RISK ASSESSMENT

Operation/Activity: Coronavirus (Covid 19) Workplace Risk Management	Persons at risk: All employees (Plus any visitors to site)	Location: Interior Products Group Ltd sites (UK)
Assessed by: Emma Reading – Newmor Carole Booker - Morland	Position: Compliance Manager	Date: 29th May 2020 <i>Revised 03 August 2020 03 & 07 September 2020</i> <i>Revised 10.05.2021 & 19.09.2021</i> <i>Revised 04.01.2022</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 manager 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.
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. The company advises against car sharing, but 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	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 	Medium	

	<p>/visitors etc.) via direct or indirect contact</p> <p><i>External parties</i></p>		<p>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.</p> <ul style="list-style-type: none"> ▪ Shift times and break times have been staggered where possible to reduce contact. ▪ All machine working practices have been reviewed and adapted where necessary to observe distancing guidelines. <p>See COVID-19 Production & Warehouse Policy for individual machine details at Morland and Work Procedures Policy at Newmor</p> <ul style="list-style-type: none"> ▪ 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. ▪ 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 unnecessary visitors, however all visitors to site must take a lateral flow test before entering the site. Any visitors to be advised to manager and preparations made. <p>Delivery/collection drivers – procedures in place to reduce contact including signage, remaining in vehicles, non-signing.</p> <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 twice 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 / wipes (located on every machine) at start and end of shift. ▪ Sites to have adequate supplies of sanitiser, soap and paper towels. Order supplies regularly. 		<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
<p>Spread of virus in the workplace leading to employee and other persons illness</p>	<p>All employees and any persons on site (contractors /visitors etc.) via direct or indirect contact</p>	<p>High</p>	<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) 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>	<p>Medium</p>	<p>Ensure adequate stocks</p> <p>Ensure staff wear such as required – Supervisor / Manager responsible for ensuring this takes place</p>
<p>Mental Health and Welfare</p> <p>Employee illness</p>	<p>All employees</p>	<p>High</p>	<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. 	<p>Medium</p>	
<p>First Aid and Accidents <i>(It will not be possible for First Aiders to maintain 2 m distances)</i></p>	<p>First Aiders providing treatment</p>	<p>High</p>	<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>	<p>Medium</p>	<p>Ensure adequate First Aider provision etc – Procedure in</p>

					place – discussed and gone through with all First aiders on site.
<p>Meals and breaks</p> <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>	All employees	High	<p>Canteens – These are open to staff who require to sit in this area for their break. Staggered breaks where possible</p> <p>A one-way system also in place at sites where this can be done and cleaning down of tables and areas once finished needs to be completed.</p> <p>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.</p> <p>Do not make drinks for others. Use your own cup. Ensure any crockery and cutlery is properly cleaned</p>	Medium	
<p>Clinically extremely vulnerable and vulnerable groups</p>	All employees	High	<p>If anyone becomes unwell with covid-19 like symptoms in the workplace they will be sent home and advised to follow the government guidance and book a PCR test. 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>Staff are made aware that if they or a member of their household have symptoms, are awaiting a PCR result or have a positive result they must self-isolate. The Welsh guidelines are saying they can return to work following a negative PCR result if covid is confirmed in their household, we will be reviewing this on a case-by-case basis so please keep me informed if you have a positive test in your household before returning to work. Where possible IPG are asking staff to work from home following a positive case in their household.</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>	Medium	<p>Social distancing and all appropriate measures to be in place for their allocated position on return.</p> <p>Specific risk assessments will be completed for staff who are classed as clinically vulnerable, new & expectant mothers & extremely clinically vulnerable</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 doorbell and someone will assist observing the two metre Distance. Driver to sit in cab, we will unload and drop paperwork in box provided. ■ Outbound – Collections will be pre-booked where possible <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>Public Health Wales and Outbreaks</p>			<p>If one of your employees have come into close contact with someone who has tested positive for coronavirus, they are able to attend work if they are double jabbed, however they will be asked to get a PCR test – employees who are not double jabbed need to self-isolate for 10 days regardless of PCR test result – This ruling maybe different for certain types of covid-19 variants – Case by case</p> <p>If you test positive for coronavirus you need to self-isolate for at least 7 days</p> <p>However they can come back if had negative lateral flows on 2 consecutive days but still have a cough or loss of taste/smell. Can't come back until day 10 if they still have a temperature even if they have had 2 consecutive negative lateral flows. If they can come back they are strongly advised, until the 10 days is up:</p> <ul style="list-style-type: none"> ○ not visit vulnerable people ○ to try and minimise contact with others and avoid crowded settings particularly indoor settings ○ work from home if you are not already doing so ○ pay extra attention to hand washing and wearing a face covering <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>Start to collate / record those in work in case there is ever an NHS enquiry</p> <p>SPOC is nominated – HR Manager</p>



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

10.05.2021: Reviewed to incorporate the UK Chief Medical Officers lowering the alert level from 4 to 3

29.09.2021: Reviewed to incorporate regulation change – holidays and double jabbed. Reviewed induction process.

04.02.2022: Reviewed due to regulation update from the Welsh Government & review of induction process

Name of Assessor:	Position of Assessor:	Signature of Assessor:	Date of Assessment:
Emma Reading	Compliance Manager	E.L. Reading	04.01.2022
Approved by	Position	Signature	Date