

Risk assessment – Working Safely during COVID 19

Company name: FGP Lufton Ltd.

Assessment carried out by: N Pitman (Managing Director), P Clark (Operations Director), S Holt (Production Manager), D Miller (Trade Union Safety Rep), M Read (Trade Union Safety Rep), R Lucas (HSE Manager)

Revision 012

Date of next review: 1st May 2023

Date of original assessment: 18th May 2020.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Potential spread of & exposure to COVID-19 whilst working in the production offices & conference room.	Production Engineers, Quality Engineers, Planners, Buyer, Customer Account Manager, SCA & Production Manager, Apprentices &	1. Posters are on display reminding employees to wash their hands regularly & how to do this effectively. 2. Hand sanitiser packs have been issued to each employee. 3. Thermometers are available for temperature checking should symptoms develop in an employee. (ref 000-HS-DWI-010).	None None None			

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	'Hot Desking' employees.	4. Air conditioning units regularly serviced & maintained by a third party contractor. 5. CO2 checks monitored on a regular basis.	None None			
Potential spread of & exposure to COVID-19 whilst working in the production areas.	Production staff, supervision, maintenance, cleaners	1. Machine tool / furnace operators are able to maintain a 2m distance from their colleagues due to shift size & layout / size of equipment. 2. 2m floor spacings have been marked in the gangways as a social distancing guide for employees / visitors. 3. Regular shift patterns have been established using same teams to limit contact with others. 4. Where possible, 'one way' gangways have been introduced to minimise	None None None None			

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		<p>employees having to pass face-to-face.</p> <p>5. Hand sanitiser stations located at various locations around the site.</p> <p>6. Posters / visual management displayed reminding employees of the need to regularly wash their hands.</p> <p>7. Thermometers are available for temperature checking should symptoms develop in an employee re 000-HS-DWI-010.</p> <p>8. Where possible so as not to cause a security issue, external doors to be open to provide fresh air ventilation.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>			
Potential spread of & exposure to COVID-19 whilst	First aiders & casualties	<p>1. Face masks provided for use by first aiders when treating a casualty & 2m social distancing cannot be achieved.</p>	None			

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providing first aid treatment.		2. Where possible, casualties are requested to self-treat under the supervision of the first aider. 3. Resuscitation Council guidance has been issued to first aiders which they have been requested to follow.	None None			
Potential spread of & exposure to COVID-19 whilst hand washing.	All employees, visitors, contractors	1. Soaps, hand creams & hand sanitizers are provided in sealed bags direct from the supplier. 2. Posters on correct hand washing techniques are displayed.	None Paper towels to be used instead of warm air hand driers to minimise spread of exposure through aerosol droplets.	WC	22/05/2020	Yes
Potential spread of & exposure to COVID-19 through visitors / contractors visiting site.		1. Access onto site restricted by 'swipe' control. 2. Signage on display at main entrance instructing no 'cold' callers.	None None None			

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		3. Inductions provided for visitors & contractors instructing them to follow the sites social distancing rules. 4. Dedicated area for deliveries / collections from suppliers / customers at main entrance. 5. Material deliveries are unloaded outside & brought in by Lufton employees on a forklift. 6. Delivery drivers to remain with their vehicles at least 2m away from Lufton staff.	Mark floor in this area to indicate 2m distancing. None None	SH	22/05/2020	Yes
Potential spread of & exposure to COVID-19 whilst at the emergency / fire assembly point.	All employees, visitors & contractors.	1. Assembly point is external & of a size that allows each shift to congregate safely whilst maintaining a 2m distance.	None			

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Potential spread of & exposure to COVID-19 during foreign travel.	Any employee travelling overseas on company business	1. Business travel is limited & any international travel will be strictly in accordance with Foreign Office guidelines.	None			
Employees mental health affected by change of work patterns	Employees who are homeworking due to covid	1. Departmental Managers are in regular contact with their staff to check on their health & well-being. 2. Support is available through Simply Health & Canada Life 24hr helpline. 3. Site has access to mental health first aiders who have received formal training on this subject.	None			
Skin damage due to increased hand washing / sanitizing	All employees	1. Barrier & post work creams provided in hand care stations located in the gent's toilets.	Additional hand care creams required for female staff.	VP	5/6/2020	Yes

HM Government

Working safely during COVID-19 in factories, plants and warehouses

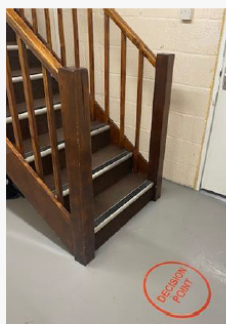
Guidance for employers, employees and the self-employed
11 May 2020



COVID – 19 Visual Operating Systems



Whilst walking around the FGP Lufton facilities please observe the **Social Distancing & One Way** controls now in place.



Where it is not feasible to operate with one way or a potential compromise to social distancing is likely! Please see visual management **"DECISION POINT"** This is where common sense prevails WAIT until pinch point is safe to proceed.

If compromised Remember



"It's Not rude It's Safe"

Revision no.	Revision date	By	Comment
002	1 st June 2020	RCL	Action due dates reviewed & closed or comment added.
003	1 st July 2020	RCL	Trials with segregation screens in pool cars unsuccessful. 000-HS-DWI-007 updated to add requirement for masks to be worn by all vehicle occupants in situations where the driver is not alone. Amendments 2 & 3 of the government employer guidance note reviewed but requires no change to this assessment.
004	3 rd August 2020	RCL	Amendments 3 - 7 of the government employer guidance note reviewed. Point 8 (servicing of air con in offices) added to page 2.
005	1 st September 2020	RCL	Amendment 8 of the employer guidance note reviewed. No change to this assessment required.
006	1 st October 2020	RCL	Amendments 9 & 10 of the employer guidance note reviewed. No change to this assessment required
007	12 th April 2021	RCL	Assessment reviewed against latest update to employer guidance (30 th March 2021). Ventilation aspect already covered in previous revisions.
008	11th August 2021	RCL	Assessment reviewed in line with Step 4 of the Governments roadmap out of lockdown. As a precautionary measure, many of the previous controls remain in place, the ones that have been amended are highlighted in yellow, those that have been removed are; Single occupancy in pool cars no longer a requirement. Staggered break times for production staff no longer required. Visual marking of chairs in canteen to aid social distancing removed.
009	5 th October 2021	RCL	CO2 checks added to ' Potential spread of & exposure to COVID-19 whilst working in the production offices & conference room. ' & mental health first aid support added to ' Employees mental health affected by change of work patterns. '

010	5 th January 2022	RCL	Assessment updated to reflect 'Plan B' measures & latest employer guidance issued on the Gov.UK website 15 th Dec 2021. Requirement for homeworking where possible reinstated.
011	8 th February 2022	RCL	Assessment updated to remove 'Plan B' measures in line with latest government guidelines issued 27 th January 2022. Requirement for homeworking removed.
012	26 th September 2022	RCL	<p>Assessment updated to reflect the removal of the health screening checks for visitors/contractors before their arrival onsite. This assessment has also been updated in line with:</p> <p>Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK (www.gov.uk)</p>