

Wire Belt Company Ltd

Coronavirus / COVID-19 Risk Assessment - 12th May 2020 (Revised 6th December 2021)

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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p>Spread of Coronavirus / COVID-19</p>	<ul style="list-style-type: none"> • Staff • Visitors • Contractors • Drivers • Cleaners • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes into contact with the business 	<p><u>If you develop symptoms of Covid-19:</u></p> <p>If any member of staff becomes unwell with COVID-19 symptoms, they are advised to follow the government's 'Stay at Home' guidance and are advised to arrange to test.</p> <p>The most important symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>They must not attend work and should notify their Manager / Team Leader as soon as practicable.</p> <p>If anyone becomes unwell while in the workplace, they will be sent home immediately and will be advised to test and follow the government's 'Stay at Home' guidance.</p>	<p>A Coronavirus task force has been created within Wire Belt to continually monitor this fast-changing situation. The Coronavirus task force will:</p> <ul style="list-style-type: none"> • Meet on a monthly basis (or more frequently if required). • Monitor all COVID-19 related developments both internal and external. • Respond appropriately to all government advice. • Manage all COVID-19 related absence and reporting. • Review the Covid Risk Assessment, Company Statement and Pandemic policy to ensure that it is up to date and is communicated with all employees. • Ensure that all available information is communicated internally through Managers, Team Leaders and Company notice boards. Communication will be carried out regularly to

		<p><u>If you live in the same household as someone with COVID-19:</u></p> <p>If you live in the same household as someone with COVID-19, you must self-isolate unless you meet one of the following conditions:</p> <ul style="list-style-type: none"> • you are <u>fully vaccinated</u> • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons <p>However, if you live in the same household as someone who has been identified as a suspected or confirmed case of the Omicron variant of COVID-19, these conditions do not apply, and you must stay at home and self-isolate. <u>NHS Test and Trace will contact you if this is the case.</u></p> <p><u>Returning to work after testing positive for COVID-19:</u></p> <p>Staff may return to work and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</p> <p>If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10-day isolation period by counting 10</p>	<p>reassure and support employees in a fast-changing situation.</p> <ul style="list-style-type: none"> • Will ensure that regular contact with staff members is maintained during any periods of illness or self-isolation. • Will offer support to staff who are affected by Coronavirus or has a family member affected.
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		<p><u>Visitors / Contractors</u></p> <p>No visitors and contractors will be allowed to enter the building without prior authorisation by a member of the Wire Belt Management Team.</p> <p>Visitors and contractors will be asked if they have any COVID-19 symptoms before entry into the premises.</p>	<ul style="list-style-type: none"> • The risks presented by Covid-19 will be communicated with all visitors or contractors prior to entering the Wire Belt premises. • Visitors and contractors will be advised on all current Covid-19 prevention measures and advised on the availability of all hand washing and sanitisation facilities. • Visitors and contractors will be required to limit contact with staff wherever practicable and follow social distancing guidelines where practicable.
		<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Stringent hand washing / sanitisation is promoted and is taking place. • Hand washing facilities with soap and water in place throughout the company. • Sanitisation Gel facilities in place throughout the company and positioned at all key points of entry / exit. • Hand washing and hand sanitisation guidance posters displayed throughout the company. • Drying of hands with hygienic Dyson hand dryers or disposable paper towel. • Staff encouraged to protect their skin by applying emollient cream regularly. 	<ul style="list-style-type: none"> • Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with Dyson hand dryers or disposable paper towels. • Staff reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Staff reminded that barrier cream is available. • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>

		<ul style="list-style-type: none"> • Gel sanitisers positioned in any area where washing facilities not readily available. 	<ul style="list-style-type: none"> • Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19
		<p><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>In the case where an employee is sent home having become unwell with COVID-19 symptoms. Managers / Team Leaders in that area will organise a 'deep clean' of the employee's work area.</p>	<ul style="list-style-type: none"> • Rigorous checks will be carried out by Managers and Team Leaders to ensure that the necessary cleaning procedures are being followed. • Staff will be actively encouraged to support and assist with the cleaning of the company premises and suitable cleaning products will be made available in all areas. • Stock levels of cleaning materials, soaps, anti-bacterial hand gel and sanitising supplies will be monitored and maintained.
		<p><u>Working Safely (previously referred to as Social Distancing)</u></p> <p>The Wire Belt company closely follows the government legislation and HSE guidance on working safely with COVID-19: Offices, factories and labs - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</p> <p>There are no longer any limits on contact between people from different households including in the workplace. There is no government requirement or recommendation for employers to limit</p>	<ul style="list-style-type: none"> • Staff to be reminded regularly of the government's 'Working Safely Advice'. • Where measures have been implemented to help reduce contact Managers and Team Leaders will carry out regular checks to ensure those measures are still working and adequate. • Managers and Team Leaders will continuously assess tasks, processes or activities to ensure that they can be carried out in a safe manner as per the government's 'Working Safely Advice)

		<p>capacity. However, all reasonable steps have been taken to manage / reduce contact in particular circumstances.</p> <ul style="list-style-type: none"> • where space and capacity allow, giving preference to back-to-back or side-to-side working. • using screens or barriers to separate people when back-to-back or side-to-side working is not practicable. • Wherever practicable conference calls / video calls to be used instead of face-to-face meetings. • The attendance of Office Staff will be managed on a strict rota basis. This rota will be documented and updated by the department manager / team leader. • 'Hot desking' facilities will be made available. • 'Hot desking' facilities will be hygienically cleaned at the start and end of each day. • Perspex safety screens will be installed at key points within work areas to help mitigate any identified risk from face-to-face contact. 	
		<p><u>PPE</u></p> <p>Public Health England 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 follow the government's advice on working safely and to practice good hand hygiene behaviours.</p>	<ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene. • Staff are encouraged to wear a mask or face covering if preferred, however, this is by choice and will not be mandatory. • Staff are reminded that wearing a mask or face covering is not a suitable alternative to social distancing guidelines.

		Where a Risk Assessment identifies wearing of PPE as a requirement of the job, an adequate supply of PPE will be provided	
		<p><u>Mental Health</u></p> <p>Managers, Team Leaders and Mental Health First Aiders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support available to help.</p> <p>Company notice boards will signpost advice and support for Mental Health and Wellbeing.</p>	<ul style="list-style-type: none"> • Regular communication of mental health information and an open-door policy for those who need additional support. • Staff will be reminded about access to a confidential helpline number.
		<p><u>Ventilation of Indoor Workspaces and Balancing the Need to Keep People Warm at Work:</u></p> <p>Ventilation is important to remove harmful virus particles from buildings. Bringing fresh air into a room and removing older stale air that contains virus particles reduces the chance of spreading COVID-19.</p> <p>Providing adequate ventilation does not mean people have to work in an uncomfortably chilly or cold workplace.</p>	<ul style="list-style-type: none"> • The Wire Belt building is of modern construction with plenty of windows and doors to provide natural ventilation. All office spaces have mechanical ventilation systems that have been designed to provide adequate fresh air. • Managers and Team Leaders should ensure that mechanical ventilation systems are running and that systems are not set to re-circulate. Any problems should be reported.

		<p>There are simple steps you can take to make sure your workplace is adequately ventilated without being too cold:</p> <ul style="list-style-type: none">• Particularly in cold weather conditions door and windows should only be partially opened and their opening should be managed for defined periods of time to ensure that adequate working temperatures are maintained. Partially opening windows and doors can still provide adequate ventilation.• Open higher-level windows to create fewer draughts.• Heating should be set to maintain a comfortable temperature even when windows and doors are open.	<ul style="list-style-type: none">• Ventilation and heating systems are regularly maintained as part of a planned maintenance programme.• CO2 monitors have been in use at Wire Belt since January 2021 and CO2 levels are regularly assessed in all indoor areas.• Managers and Team Leaders should regularly check on CO2 monitors and report any occurrences of poor ventilation.
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Completed and signed by:



Paul Walsh, Manufacturing Operations Manager

Date:

6th December 2021