

Risk Assessment

Assessment No: RACVD191062020

Review Frequency

Not less than every two weeks or upon and change in guidance which materially affects the risk assessment.

Location

Huntingdon manufacturing/production facility

Work activity being assessed:

COVID-19 Coronavirus risks and Covid-19 Secure compliance

What are the hazards and likely consequences?

Spread of virus throughout the facility leading to shut down of part or all of the facility as a worse case, best case would be increase in absence levels and isolation cases, which would be disruptive to production.

Who might be harmed?

Staff (on-site and remote workers)
Cleaners
Contractors
Visitors
Vulnerable Groups

What are you already doing?

(Control measures/systems of work, etc.)

1. [Site protocol](#) developed and maintained by COVID-19 taskforce (including company leadership, human resources and onsite staff representation). Updates made according to recommendations from [Public Health England](#), [NHS](#), [GOV](#).
2. Regular email, letter and verbal communication with staff regarding good hygiene, for example [washing hands](#) with soap for a minimum of 20 Seconds. Visual instruction on how to wash hands at all stations and protocols on activities requiring hand-washing before and/or after..

3. Increased provision of hand sanitiser and the number of stations on site, to include each entrance and high footfall areas as well as by production workstations.
4. Implemented protocol for all staff to clean workstations and machines at the start and end of each shift. PPE and cleaning products provided, staff trained on how to use products safely.
5. High Touch areas including, doors, kitchens and bathrooms have cleaning programmes increased to every two hours, carried out by managers and HR.
6. Implemented 2 metre [social distancing](#) for clocking in machines, canteens, and work areas. Reinforced by supervisors and managers regularly. This is also written into disciplinary procedures and all staff informed.
7. Communications on how to report ill health and what to do. An onsite isolation room has been created which includes step-by-step instructions and means of communication to instigate the action plan.
8. All staff able to work from home do so. Office staff moved to working from home in advance of lockdown, using DSE to support remote working, regular follow-ups and repeat assessments. If WFH is further extended full RA's will be carried out. Equipment from the office has been loaned out to any staff needing it in order to work from home safely.
9. Complete travel ban for all departments - No travel permitted and pool car and van has been removed from use.
10. Requests for information on personal travel .
11. [PPE](#) provided at the entrance door and temperatures are being taken before site entry for all staff and visitors, complying with strict social distancing guidelines.
12. Cleaner given a specific time to enter the site, at which time temperature is taken.
13. Cleaner signs checklist after each visit and information added to the [audit](#).
14. Contractors and regular non-Mimeo visitors all provided with instructions for site entry before travelling and on arrival at site. [Front](#) and [rear](#) door signs are also displayed.
15. Mental Health awareness - Emails issues periodically promoting good mental health with tips and links to support networks.
16. [Employee assistance programme](#) (EAP) also promoted.
17. Evaluated one way systems on entry and exit routes and corridors, but have elected to keep shifts separated. Shift One must leave the building ten minutes before Shift Two are allowed to enter.
18. Social distancing signage and floor markers in place inside and outside the building.
19. Safety screens both in front and to each side of staff in areas of higher staff density in place.
20. Wearing of face coverings mandatory. The company will provide both single use and washable options.
21. Agreement to maintain 2m social distancing wherever possible after changes expected on 4th July.

What further action is necessary?

(Control measures/systems of work)

1. Continue to promote hand washing and use of the sanitisers.
2. Maintain cleaning protocols/standards.
3. Keep an audit of the [PPE stock](#) levels to maintain good supply.
4. Encourage staff to report issues or concerns around ill health.
5. Line Managers to be kept up to date with latest [.gov](#) guidance.
6. Signage and floor signs to be updated as per guidance.
7. Mental Health Wellness Action Plan to be further developed and issued to assist in mental health management.

Signed



Phil Rose, EU Finance Manager

Date 02 December 2020