










Risk assessment for : Rosewood Pet Products Ltd






Risk assessment name	Managing COVID-19 In The Workplace	Assessment type	 General
Assessor name	Sam Sergeant	Affected site(s)	Rosewood Products Ltd (TF1 6AH)
Assessment date	20/05/2020	Review period	Monthly
Approved by	Mark Bollands	Review date	21/06/2020
Approved date	21/05/2020	Reference	COVID-19



Workspace(s)	Description
 Access / Egress  Office  Outside Area  Storage	This Risk Assessment is for dealing with COVID-19 for both office and the warehouse for Hortonwood.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Canteen Facilities - Difficulties in exercising social distancing due to shared use of canteen facilities.	All staff, Contractors Visitors How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing,	 Access To Kitchen Restricted The number of people permitted into kitchen restricted to ensure social distancing can be maintained whilst accessing facilities and equipment.  Employees Advised To Bring In Own Food Where Possible. To reduce the need to access equipment and facilities or local shops, employees will be encouraged where possible to bring in own food.	3 x 4  High





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	<p>leading to possible transmission of the Covid-19 Virus.</p>	<p> Good Cleaning Standards Maintained. Regular cleaning of all canteen equipment and surfaces carried out using the appropriate disinfectant in line with COSHH assessment and correct PPE.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission.</p> <p> Kitchen Arranged So That People Can Socially Distance. Seating spaced out- so people can sit apart.</p> <p>Markers or signs on the floor and wall to indicate where people can wait to use the facilities to maintain distance.</p> <p> Monitoring Carried Out Monitoring of the cleaning carried out and recorded where appropriate.</p>	






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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Staggered Break Times Implemented to Separate People.</p> <p>Breaks staggered to reduce numbers of people accessing the canteen at any one time so that social distancing can be maintained.</p> </div> <div style="width: 45%;">  <p>Use Of Signs To Remind Employees</p> <p>Signs, posters, markings on the floor and wall to remind staff of the need to maintain social distancing.</p> </div> </div>	

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 <p>Cleaning To Reduce Transmission Of Covid-19 (Non Healthcare Settings) - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>  <p>PPE Issued, Worn & Disposed Of Correctly. PPE Issued, Worn & Kept In Good Condition and then disposed of correctly.</p> <p>If dealing with bodily fluids then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>3 x 4</p>  <p>High</p>




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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Contractors / Visitors / Drivers Attending Site - Tradespeople, couriers and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	 <p>All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p>  <p>Deliveries Not To Be Handed Directly Deliveries to be placed in a designated location whilst deliverer and receiver maintain 2m distance.</p>  <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p>	<p>3 x 4</p>  <p>12</p> <p>High</p>







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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="1032 331 1115 416"> </div> <p data-bbox="1137 331 1440 427">Good Hand Washing/Hygiene Procedures Observed</p> <p data-bbox="1137 443 1417 679">Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> <div data-bbox="1032 820 1115 904"> </div> <p data-bbox="1137 815 1406 879">Protective Interface Established</p> <p data-bbox="1137 895 1451 1131">Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> <div data-bbox="1480 331 1563 416"> </div> <p data-bbox="1592 331 1800 363">Managed Entry</p> <p data-bbox="1592 371 1872 576">The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p data-bbox="1592 616 1899 788">There will be use of effective queue management outside the premises where necessary,</p>	




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		<p> Regular Cleaning Including Increased Cleaning Of Touch Points. Touch points cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disinfectant based product used in line with COSHH assessment and correct PPE worn accordingly.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>	



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 <p>Customers Coming To Site - Customers attending site to collect deliveries or access a service within permitted guidelines.</p>	<p>All staff, Members of the public</p> <p>How? Transmission of virus between customers and employees on site.</p>	 <p>Entry Managed No customers being accepted onto site/ invited onto site.</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>
 <p>Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace. - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	 <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work in line with the company absence policies and procedures.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>	<p>3 x 4</p>  <p>12</p> <p>High</p>



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healthcare-settings		<p> Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p>This will be reviewed and updated in line with government guidelines.</p> <p> Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This will be the 'wellness' room.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> Follow government advice on Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	





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		<p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Signs in all hand washing areas are up prompting hands to be washed and showing how to and how long hands should be washed for</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> PPE Issued, Worn & Disposed Of Correctly. Disposable or washing-up gloves to be worn for cleaning.</p> <p>Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal.</p> <p>If no room for storage then clinical waste collection provider will be contacted for further advice and collection arranged.</p> <p>If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p>Contact the Local Public Health Team for further guidance if you have confirmed case in your workplace.</p>	



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		<p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Work Area Cleaned Thoroughly Using Disinfectant. All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product. Users of these areas will be advised to clean their own work spaces even if cleaners have already done so.</p> <p>Following manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Advice From Gov.uk: Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>	






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 <p>Manufacturing / Processing / Logistics Work Where Social Distancing Is Not Possible. -Some work activities may lead to situations where 2m gaps cannot be adhered to. This may include tasks where items are too heavy or awkward for one person to carry out or may involve working within a production assembly area.</p>	<p>All staff</p> <p>How? Increased potential of the virus spreading due to not adhering to 2m social distancing.</p>	<p> Good Hand Washing/Hygiene Procedures Observed Employees to wash hands before and after their shift as well as after eating, coughing, sneezing and at regular intervals throughout the day where required.</p> <p>This should include the use of soap and water for 20 seconds or the use of appropriate sanitiser where this isn't available.</p> <p>Pop up washing stations will be placed around the site once arrived, until this point hand sanitiser will be available.</p> <p> Mitigation Of Risk Where Social Distancing Cannot Be Avoided - Layout Of Work. Where work cannot be carried out in line with 2m social distancing guidelines then it will be arranged so that employees can work side by side or facing away - as opposed to face to face.</p> <p>Where possible this will be restricted to 15 minutes or as shorter duration as possible.</p> <p>It is compulsory to wear masks provided by the company during this type of activity. If having to walk past someone in an area where a distance of 2m cannot be kept then all staff are advised to assess to see if an alternative route can be taken and if not then face away from each other whilst walking past.</p>	<p>3 x 4</p>  <p>High</p>






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		<p> Mitigation Of Risks Where Socially Distancing Cannot Be Avoided - Staff Organisation.</p> <p>Shift patterns, start and end times and breaks will be staggered to reduce the number of people moving at any one time.</p> <p>Staff numbers on-site reduced to minimum safe numbers.</p> <p>Where possible shifts will be kept to the same people to prevent mixing of people.</p> <p>Canteen and welfare facilities/ rest areas/ common use areas will be restricted and controlled to minimise the number of people in shared areas so that social distancing can be maintained.</p> <p>One person at a time the toilets One person per time using the locker room Six tables occupied at one time in the canteen at any one time and two people standing. Five people allowed in the 'den' at any one time. One person per table unless those people are from the same household.</p> <p> Protective Screens Provided & Used</p> <p>Protective Screens Provided & Used</p>	




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		<p> Stringent Cleaning Regime In Place Equipment - plant and machinery cleaned on a regular basis throughout shifts.</p> <p>Duties may be paused to carry out cleaning.</p> <p>Disposable cloths to be used where possible to reduce transmission.</p> <p>The appropriate disinfectant will be used in line with the COSHH assessment and appropriate PPE worn.</p> <p> Work Activities and Risk Assessments Reviewed. Tasks reviewed to confirm if the activity is essential to the operation at this time or if it can be stopped temporarily.</p> <p>Tasks and processes reviewed to see if they can be carried out in a different way such as smaller and lighter loads or mechanical means.</p> <p>Where it does need to be carried out then staff will be consulted and work planned so that it can be carried out as safely as possible.</p>	
<p></p> <p>People Attending The Workplace - Where individuals are coming together of groups of more than two at any one time for work purposes at any of our premises.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? This may increase the potential spread of the virus.</p>	<p> Break Times Staggered. Break times staggered throughout the day to reduce the number of people gathering in break areas.</p>	<p>4 x 4</p> <p></p> <p>High</p>




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		<p> Canteen/ Rest Areas Controlled Access Canteen and rest areas to be controlled so that social distancing can be adhered to.</p> <p>In some situations, it may be required to close these facilities if the risk cannot be controlled.</p> <p>Maximum occupancy per room/area to be adhered to.</p> <p> Effective Work Planning - Staff and Layout For those staff who are required in the work premises and cannot work from home - the layout allows for social distancing between desks, work spaces, aisles, meeting rooms etc.</p> <p> Good Hand Washing/Hygiene Procedures Observed Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p> <p> Organisation Of Workplace To Encourage Social Distancing One way systems, controlled access to areas, markings on walls and floor to indicate 2m distances to promote social distancing.</p> <p> Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>	



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		<p> Put signage in place to inform people of social distancing Following the two-meter guidance, handwashing, use of gloves and PPE where applicable, covering of nose when sneezing etc.</p> <p> Regular Cleaning Regime In Place Regular cleaning of work areas to take place. Increased frequency of cleaning of regularly touched surfaces to be carried out. Deep cleans to be carried on a regular basis where required where risk assessment identifies it as a necessity. The appropriate disinfectant used in line with COSHH assessment. Disposable cloths used where possible to reduce transmission.</p> <p> Staff Awareness Staff communicated with on a regular basis on the hazards and controls in the workplace. Staff trained on controls and use of posters, signs, announcements and toolbox talks to ensure staff are clear on the essential control measures they must follow.</p>	






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		<p> Start/Finish Times Staggered. Staggered start and finish times to reduce congestion and contact at all times.</p> <p> Toilets/rest rooms Kindly ensure that where possible, safe distancing is applied during the use of toilets.</p> <p>Toilets that can accommodate more than one person at a time will be controlled by a cone indicating that the toilet is in use. This cone is moved into place using a persons feet to minimise touching.</p> <p>Toilet doors where possible will have kick and drag plate so hands are not required to open the doors.</p> <p> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspaces.</p>	







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		<p> Work Activities And Risk Assessments Reviewed. Work activities assessed to establish what are essential tasks critical to be continued or if work can be paused.</p> <p>Staff levels reduced to minimal safe numbers in accordance with risk assessments for activities.</p> <p>These will be reviewed as things change.</p> <p>Care will be taken to ensure that reducing staff numbers doesn't introduce further hazards.</p> <p> Work From Home Wherever Possible Where possible employees will work from home.</p>	






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 <p>Shared Common Areas - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> No Non-Essential Visitors Permitted. Only essential visitors to be permitted to site.</p> <p>Arrangements to be made with pre-agreed visitors that they follow social distancing whilst on-site and that they confirm they are free from symptoms when they arrive.</p> <p> Numbers Of People In Common areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to. Floor markings and maximum room occupancy will be used to help enforce this.</p> <p> Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p>	<p>4 x 4</p>  <p>16</p> <p>High</p>



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		<p> Regular Cleaning Of Common Areas. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> Use Of Stairs Rather Than Lifts. Stairs should be used rather than lifts to prevent people from being in close proximity.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p>	
<p></p> <p>Shared Use Of Tool And Equipment - Shared use of equipment may increase the risk of transmission of the virus from person to person. This may include tools, office equipment and kitchen utensils and crockery.</p>	<p>All staff, Contractors Visitors</p> <p>How? Possible transmission of Covid-19 from surfaces.</p>	<p> Equipment To Be Cleaned In Between Use</p> <p>Employees to clean any shared plant, tools or equipment before and after use.</p> <p> Monitoring In Place Pro-active monitoring systems in place to check if staff are adhering to the controls and to see if they are effective and adequate.</p>	<p>4 x 4</p> <p></p> <p>High</p>





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 <p>Shared Vehicle / Plant Use Within Work - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>All occupants to wash hands for 20 seconds with soap and water or use sanitiser, before and after the use of shared machinery and should refrain from touching their face.</p> </div> <div style="width: 45%;">  <p>Monitoring The Use Of Vehicles</p> <p>Monitoring of the use and cleaning of the vehicle to ensure controls are being effective.</p> </div> </div> <div style="margin-top: 20px;">  <p>Social Distancing Measures Implemented</p> <p>Passengers to sit as far away from each other as possible, side by side as opposed to face to face or behind.</p> <p>Occupants to face away from each other where reasonable to do so.</p> </div>	<p>3 x 4</p>  <p>12</p> <p>High</p>

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		<p> Vehicles Not Shared Where At All Possible. Where the job permits, vehicles will not be occupied by more than one person at any one time.</p> <p>Where possible the same person will use the same vehicle and not swap with other drivers.</p> <p>If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <p> Vehicles To Be Cleaned Regularly. Inbetween use by different operators and at other times where appropriate, the vehicle will be cleaned with an appropriate cleaning product.</p> <p>Focus will be given to commonly touched areas such as handles, dials etc.</p>	

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 <p>Travelling To And From Work. - Sharing of a vehicle to, from or within work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Alternative Travel Arrangements Instead Of Car Sharing. Where usual car share arrangements mean people from different households being in the same vehicle it may be necessary for some to use public transport providing they can maintain social distancing and practise good hygiene before and after their journey. The company will provide masks and gloves to anybody that wishes to use them for the purposes of travelling to and from work.</p> <p>Alternatives may include staff walking and cycling to and from work.</p>  <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>1 x 4</p>  <p>4</p> <p>Medium</p>

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
- 2 Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
3. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
4. Work from home, where possible.
5. Avoid contact with people not from your household - maintaining a 2 metre (6ft) gap.
6. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
7. Use telephone or online services to contact your GP or other essential services.

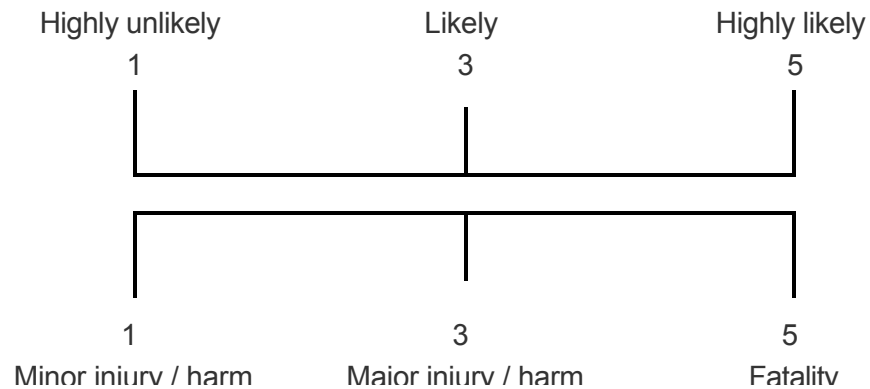
Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



	5	10	15	20	25
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Probability					
					Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Sam Sergeant

Approved by signature: Mark Bollands