

Rowlinson Knitwear Limited COVID-19 risk assessment

Unit 1A, Discovery Park, Crossley Road, Stockport, SK4 5DZ



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Date of Assessment: Started 01/05/2020, work continues

Review Date: weekly

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| | | Consequence | | | | | |
|------------------------------|----------|-------------|-------|----------|-------|--------------|----|
| | | Negligible | Minor | Moderate | Major | Catastrophic | |
| 0-5 Low Risk | | 1 | 2 | 3 | 4 | 5 | |
| 6-15 Medium Risk | | 1 | 2 | 3 | 4 | 5 | |
| 16-25 High/Unacceptable Risk | | 1 | 2 | 3 | 4 | 5 | |
| Likelihood | Certain | 5 | 5 | 10 | 15 | 20 | 25 |
| | Likely | 4 | 4 | 8 | 12 | 16 | 20 |
| | Possible | 3 | 3 | 6 | 9 | 12 | 15 |
| | Unlikely | 2 | 2 | 4 | 6 | 8 | 10 |
| | Rare | 1 | 1 | 2 | 3 | 4 | 5 |

| Event or Task | The hazards and risks & Who might be harmed and how? | Existing Control Measures | Risk rating | | | Additional Controls | New risk rating | | | Action/monitored by who | Action/monitor by when |
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| | | | L | C | R | | L | C | R | | |
| First Aiders | All colleagues and visitors - Risk of infection from touching contaminated surfaces | Surgical gloves | 3 | 4 | 12 | Face masks, face screens, gloves and gowns to be provided and worn. Guidance produced and issued for the safe use of PPE and administering First Aid (based on guidance from St. Johns Ambulance) | 3 | 2 | 6 | CR & DC | Ongoing. |
| Emergency Procedures - Fire & Evacuation | All colleagues and visitors - Risk of infection from touching contaminated surfaces | Fire Evacuation Plan | 2 | 4 | 8 | Reminder to colleagues that 2m distancing must be observed during fire drills and emergencies including when stood in / near the Fire Assembly point. When more colleagues are back in work carry out Fire Drills to test compliance to the points above. Included in the training material. | 2 | 4 | 8 | CR, ISm, NR | To be actioned. |
| Water checks - safeguard against Legionella | All colleagues and visitors - Risk of infection from drinking contaminated water | | 2 | 4 | 8 | Purchase water testing kit. Set up water plan. Carry out and document water checks in line with the guidance. | 1 | 4 | 4 | CR | Completed 30-5-20. |
| Place of work (Home or Discovery) Returning to work | Colleagues Agency Staff Visitors incl. post etc. - Spread of infection through touching contaminated areas - keypads, door handles, | Everyone that is not furloughed who can work from home is working from home. Currently only a skeleton crew are working onsite. | 2 | 4 | 8 | Carrying out risk assessment for each person working from home or for those that will be. Following Government guidance, anyone that is not furloughed that can work from home should do so as much as possible. Consider phased return for any colleagues who are particularly anxious or may struggle with full-on return to normal duties. | 2 | 4 | 8 | CR, NR | Risk assessment issued 11-06-20. |

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| Travelling to and from work | <p>Any colleague on public transport or those doing drop offs en route to work.</p> <p>- Risk of infection from contact with infected people or surfaces</p> | <p>All public transport colleagues are either on furlough leave or are getting lifts to work from family members currently.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> | 2 | 4 | 8 | <p>Discussions taking place with individuals to understand their circumstances case by case.</p> <p>In line with Government guidance, car, walk, and ride are preferred modes of transport. Public transport to be avoided where possible.</p> <p>Options to alter working patterns to include weekend working instead of during the week, night shifts etc. in favour of conventional working patterns to ensure travel can be done at quieter times.</p> <p>Bookable black cabs (separate compartment driver/passenger) to be used to get someone home if they are feeling unwell.</p> <p>PPE to be available to those that want it, masks and gloves.</p> <p>Car sharing to be avoided if at all possible.</p> | 3 | 4 | 12 | <p>NR and Managers to support colleagues individually.</p> | Ongoing. |
| Entering and exiting the building. Navigating around the building when in work | <p>Colleagues. Agency staff. Visitors incl. post etc.</p> <p>- Spread of infection through touching contaminated areas - e.g. keypads, door handles.</p> | <p>Automatic anti bacterial hand gel in entrance areas</p> <p>Reminder for colleagues to wash hands</p> | 4 | 4 | 16 | <p>Training for colleagues included hygiene, hand washing and avoiding contaminated surfaces.</p> <p>Care packs provided for all colleagues included anti-bacterial hand gel.</p> <p>Contactless key fobs issued to all colleagues for swiping in.</p> <p>Contactless door opener and button push device to open doors and enter door numbers without touching them issued to everyone</p> <p>Only essential visits - and post collection etc to remain at the door - not entering the building unless absolutely necessary.</p> <p>Signage as a reminder for hygiene put up all around the building.</p> <p>Avoid moving around the building wherever possible.</p> | 2 | 4 | 8 | <p>CR overall, all Managers ad-hoc.</p> | Ongoing. |
| Eating / Lunch times and food preparation. Use of Kitchen and Canteen areas. Smoking area | <p>All colleagues</p> <p>- Risk of infection from contaminated surfaces</p> | <p>Skeleton team in currently; limited number of colleagues using communal space and all observing 2m rule.</p> | 3 | 4 | 12 | <p>2m rule to apply in all canteen areas - tables set out with only 1 chair per table = maximum of 7 in canteen and 1 in kitchen. Signage in place and one way system for entrance and exit doors.</p> <p>Colleagues to clean food areas both before and after use</p> <p>Relaxed eating policy to allow eating at desks in office areas providing good hygiene is followed</p> <p>Colleagues encouraged to bring own food and not visit shops during lunch breaks where possible</p> <p>Hand wash and Hand sanitiser guidance and equipment in place on Kitchen and Canteen</p> <p>Part of work shift patterns we'll need to stagger break times so we don't exceed 7 for those that'll use the canteen - see Colleague Plan tab for details when arranged</p> <p>Smoking area - people to go on smoking breaks at different times wherever possible to ensure that people outside it kept to a minimum</p> | 3 | 4 | 12 | <p>NR on training Managers to oversee. CR to audit.</p> | Ongoing. |

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| Use of Toilet facilities | All colleagues. - Risk of infection from contaminated surfaces. | Regular cleaning of facilities. | 3 | 4 | 12 | Only 1 person in each toilet area at a time. Hand washing instruction signage in place. Paper towels available and new pedal bins in place. Disposable toilet seat covers available. | 1 | 4 | 4 | NR provided training Managers to oversee CR to audit | On going |
| Banks of workers / working together | Any colleagues who are positioned in close proximity to others; office, warehouse desks, etc. -Risk of infection from close proximity to other people who may be infected. | Skeleton team in currently - limited number of colleagues using communal space and observing 2m rule. All colleagues who can work from home are currently doing so. | 1 | 4 | 4 | No working in close proximity. Colleagues who can are continuing to work from home. Eventually we expect 50% of those who can work from home to do this on a rota basis. Screens placed at some desks for additional protection. Some desks marked 'out of use' to ensure 2m distancing maintained. 2m spaces marked out in all office areas. Signage in place all around the building. To be covered in training. | 1 | 4 | 4 | Managers to oversee. | Ongoing. |
| Use of equipment | All colleagues, contractors. -Risk of infection through touching contaminated surfaces. | | 4 | 4 | 16 | Cleaning of own equipment covered in training and packs of surface wipes provided. Avoid sharing equipment wherever possible. Colleagues must clean equipment both BEFORE and AFTER they use it. Anti-bacterial wipes in stock and available. PPE is available for colleagues to use as appropriate including face masks and gloves. Large office printer - moved to area where it's 2m away from anyone's workstation and wipes in place at printers. | 2 | 4 | 8 | NR provided training. Managers to oversee. CR to audit. | Ongoing. |
| Surface contact - touching things others have come into contact; door handles, paperwork, desk areas etc | All colleagues and visitors. - Risk of infection from touching contaminated surfaces. | Cleaning schedule to cover surfaces and frequently used areas. | 4 | 4 | 16 | Care packs included the contactless door opening device for opening doors etc without touching them. Training included personal hygiene and personal cleaning schedule that is in place around the building. | 3 | 4 | 12 | NR provided training. Managers to oversee. CR to audit. | Ongoing. |

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| Use of our Warehouse | All colleagues and visitors. - Risk of infection from touching contaminated surfaces. | | 4 | 4 | 16 | Container offloading: ensure that 2m distancing is maintained at all times. Signage to be in place. Order picking: avoid aisles where someone is picking, for ease of reference the minimum distance to be maintained to be 1 racking bay (2.75m). No passing in aisles. Despatch area: fast moving area. Ensure that 2m minimum distance is maintained at all times. Wherever possible, keep numbers working in this area to a minimum. Use separate areas for each shift (checking table and computer workstations). DPD loading: to be done by one person at a time, one of trailer and one of FLT doing loading. Ensure that the driver stays outside and a good distance away (no less than 2m). Fork lift trucks: ideally limit use of FLTs to one person per shift. Cleaning of FLT before and after use inline with cleaning schedule. | 3 | 4 | 12 | CR produced and issued signage. NR & ISI provided/providing training. | Ongoing. |
| Warehouse - unloading containers (carried out 04-06-20 on Totex container TCKU1116439 20 Foot) | Working too closely together, all colleagues working on containers. - Risk of infection from touching contaminated surfaces. | Additional signage and hand wash station in goods in area. | 4 | 4 | 16 | Separate detailed risk assessment carried out. In the process of finalising changes to process, production of signage and training material. | | | | CR to produce signage and training material. ISI to deliver training. | 17-06-20. |
| Warehouse / Embroidery Top ups and Yellow orders | Working too closely together and departments mixing. - Risk of infection from touching contaminated surfaces. | | 4 | 4 | 16 | All top ups and yellow orders to be picked and placed on the racking for the set that is doing them that week. Dedicate Slack channel is set up to enable remote communications between departments. | 1 | 4 | 4 | CR to produce signage and training material. ISI to deliver training. | Now Live but signage and training material to be completed and delivered |
| Gatherings and colleague briefings, training etc | All colleagues. - Risk of infection from contact with infected people or surfaces. | All group meetings suspended and meetings taking place in form of video briefings, zoom etc. | 1 | 4 | 4 | No gatherings until further notice. All to be done via video/Zoom/Slack. Showroom and other meeting rooms to be kept free for any private conversations which need to take place to allow for space between colleagues. | 1 | 4 | 4 | Managers. | Ongoing. |

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| Health Surveillance / screening. Sneezing / coughing etc. Personal hygiene. | All colleagues. - risk spread of infection from one person to another. | Cleaning schedule cover surfaces and frequently used areas. Colleagues provided with tissues and hand sanitizer and reminded of good hygiene. | 4 | 4 | 16 | Training included symptoms (signage in place). Disciplinary process could be actioned, if colleagues are found to have come to work with symptoms. Self-temperature checks using temperature strips provided in care packs. Pre-return to work health check/declaration to be issued and completed w/c 15-06-20. Regular 'good health' declarations once back at work. Health declarations for essential visitors/contractors. All used tissues to only be placed in red bins provided. Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or hand dryers. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands. Tissues are available to everyone. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) reminded everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus | 1 | 4 | 4 | All colleagues. | Ongoing. |
| Cleaning of premises by cleaner(s) | All colleagues. - risk spread of infection from one person to another. | General cleaning of full premises in line with cleaning schedule. | 4 | 4 | 16 | Checks will be carried out by line managers to ensure that the necessary procedures are being followed. Cleaning rota for Martin has been assessed and reprioritised to give greater focus on areas of risk (surfaces and door handles for cleaning). 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). | 2 | 4 | 8 | CR & ISI | Ongoing. |
| Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) | All colleagues. - risk spread of infection from one person to another. | | 4 | 4 | 16 | Refer here for guidance, if required: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | 2 | 4 | 8 | CR & ISI | On demand. |
| Mental health and wellbeing | All colleagues. | Regular communication of mental health information and open door policy for those who need additional support. | 4 | 3 | 12 | Promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress | 4 | 3 | 12 | All colleagues. | On going |

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| <p>Symptoms of Covid-19</p> | <p>All colleagues.</p> <p>- risk spread of infection from one person to another.</p> | | 3 | 4 | 12 | <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a colleague has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> | 3 | 4 | 12 | All colleagues. | Ongoing. |
| <p>Social Distancing</p> | <p>All colleagues and visitors.</p> <p>- Risk of infection from touching contaminated surfaces.</p> | | 4 | 4 | 16 | <p>Social Distancing - reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency. https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start and finish times/shift patterns, working from home etc. to reduce the number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Social distancing also to be adhered to in the canteen area and smoking area.</p> | 2 | 4 | 8 | All colleagues. | Ongoing. |