

Furmanac 'Coronavirus COVID-19 / (SARS-Cov-2)' Risk Assessment



Date of Assessment: 25/11/2020
 Scope of risk assessment: COVID-19

Assessment carried out by: John Stupmanis (Health & Safety Advisor)
 Date of Next Review: 02/01/2021 or as soon as guidance changes
 Version No. 1.10

Hazard and Hazard category	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Who need to carry out the actions?	When is the action needed by?	Likelihood X Severity Rating
1.COVID-19 reception and visitors' area	<p>Visitors, site workers, contractors, maintenance team</p> <p>The above may be harmed by contact and close interaction with the person which may lead to ill health</p>	<ul style="list-style-type: none"> Reception area is limited to maximum of 2 persons at any one time We advise that all persons should wear a face covering or face shield when visiting. Hand sanitising unit is provided in reception. Signage indicating the maximum occupancy for the reception on all enter and exit points. New cleaning check list filled out by cleaners at midday Monday to Thursday. 	<p>1.Visitors / contractors are to attend site by appointment only with receiving staff recording contact details</p> <p>2. Questionnaire notice on website</p> <p>3. Temperature check to be conducted for all visitors / contractors</p>	<p>Operations Director</p> <p>Operations Director</p> <p>Operations Director, Health and Safety, Purchasing</p>	<p>7 days</p> <p>7 days</p> <p>7 days</p>	<p>L = 2 S = 4</p> <p>Risk rating = 8</p>

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<p>2.COVID-19 Office area</p>	<p>Visitors, site workers, contractors, Maintenance team</p> <p>The above may be harmed by interacting with a surface contaminated with COVID-19, the virus may be transferred through ingestion, contact with the eyes nose and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum persons in office area set to 12 • Staff breaks are staggered to prevent everyone going on break at the same time. • Home working to be considered if possible. 	<ol style="list-style-type: none"> 1. Staff to use sanitising wipes on shared surfaces before and after use for printer, phones. 2. Staff to be allocated staggered start times. 3. Hand sanitiser to be provide of each desk. 4. Maximum persons in the office at any one-time is set at 12 to enable social distancing 5. Staff assigned to specific desks. 6. Desk which are unable to be -used will need marked 	<p>Staff in office, purchasing to buy in wipes, H&S to advise on type.</p> <p>Operations director</p> <p>Health & Safety, purchasing team</p> <p>Operations director</p> <p>Operations director</p> <p>Operations director</p>	<p>7 Days</p> <p>7 Days</p> <p>7 Days</p> <p>Immediate</p> <p>Immediate</p> <p>7 Days</p>	<p>L = 4 S = 5</p> <p>Risk rating = 20</p>
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			as not to be used. 7. Breaks to be revised for further staggering	Operations director	7 Days	
3.COVID-19 for kitchen & Toilet	<p>Customers, Retail staff, Servicing teams, members of the public</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and mouth, or any exposed cuts.</p>	<ul style="list-style-type: none"> • Kitchen is limited to a maximum of 1 person • Toilets are single occupancy by default, NHS hand washing guidance is place inside both toilets by the sinks. • Cleaning is carried out at end of day. • Signage installed stating maximum occupancy for kitchen. • Hand sanitiser installed outside toilets. • cleaning carried out twice daily 	1. Hand sanitiser to be installed outside toilets.	Health & Safety, purchasing Manager	7 Days	<p>L = 2 S = 4</p> <p>Risk rating = 8</p>
4.COVID-19 Research & development office	<p>R and D staff</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and mouth, or any exposed</p>	<ul style="list-style-type: none"> • Maximum of 3 persons • Cleaning is carried out at end of day. • Signage installed stating maximum occupancy for R&D office. 	<p>1. Hand sanitiser for to be put on each person's desk.</p> <p>2. Consideration for Perspex's screens or face coverings to be reviewed.</p>	<p>Health & Safety, purchasing Manager</p> <p>Operations director purchasing Manager Health & Safety</p>	<p>7 Days</p> <p>Immediate</p>	<p>L = 2 S = 4</p> <p>Risk rating = 8</p>

	cuts may lead to ill health					
5.COVID-19 Board Room	<p>Meeting participants</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum of 4 occupants • Hand sanitiser in place 	<ol style="list-style-type: none"> 1. Perspex's screen to be added to board room table to allow 4 persons to sit at the table. 	Health & Safety, Operations director, purchasing Manager	7 Days	<p>L = 2</p> <p>S = 4</p> <p>Risk rating = 8</p>
6.COVID-19 Directors office	<p>Office occupants</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum of 2 occupants • Only two people are in this office and desks are minimum 3 metres apart from each other • Home working to be considered if possible. 				<p>L = 2</p> <p>S = 4</p> <p>Risk rating = 8</p>

7.COVID-19 Small Meeting room	<p>Office occupants</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum of 2 persons • Cleaning is carried out twice daily. • Maximum occupancy signage installed • Table in centre of room to ensure social distancing • Room may act as layby to allow persons to pass in the hallway. 				L = 2 S = 4 Risk rating = 8
8.COVID-19 Hallway	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Hallway can only give priority a person traveling in one direction at a time. • Maximum of 4 persons in the hallway at any one time, must keep a 2-metre gap between each other while all walking in the same direction. • Hand sanitising units • Small meeting room may act as layby to allow persons to pass in the hallway • Social distancing signage 	<p>1. Signage for hand sanitiser units and best practice for hand cleaning to be installed.</p>	<p>Health & Safety,</p>	<p>Immediate (once hand sanitiser is on site)</p>	L = 3 S = 4 Risk rating = 12

9.COVID-19 K Base production area	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> Social distancing signage 	<ol style="list-style-type: none"> Review if face covering to be mandatory in this area. Workstation to be reviewed to increase distance between persons. Hand sanitising units to be installed in this area. Review workplace flow / traffic 	<p>Production manager, Purchasing Manager, Health & Safety to advise type.</p> <p>Operations director, Production manager, Supervisors</p> <p>Health & Safety, Purchasing Manager, Maintenance</p> <p>Health & Safety, Production Manager, Supervisor</p>	<p>Immediate</p> <p>Immediate</p> <p>7 Days</p> <p>7 Days</p>	<p>L = 4 S = 5</p> <p>Risk rating = 20</p>
10.COVID-19 Hestia, Upholstry & headboards	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and</p>	<ul style="list-style-type: none"> Social distancing signage 	<ol style="list-style-type: none"> Review if face covering to be mandatory in this area. 	<p>Production manager, Purchasing Manager, Health & Safety to advise type</p>	<p>Immediate</p>	<p>L = 4 S = 5</p> <p>Risk rating = 20</p>

	mouth, or any exposed cut. This may lead to ill health.		<ol style="list-style-type: none"> 2. Hand sanitising station to be installed in this area. 3. Workstation to be reviewed to increase distance between persons or install perspex screens 4. Review workplace flow / traffic 	<p>Health & Safety, Purchasing Manager, Maintenance</p> <p>Production manager, Supervisors</p> <p>Health & Safety, Production Manager, Supervisor</p>	<p>7 Days</p> <p>7 Days</p> <p>7 Days</p>	<p>L = 4 S = 4</p> <p>Risk rating = 16</p>
11.COVID-19 Mattress area	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Social distancing signage 	<ol style="list-style-type: none"> 1. Review if face covering to be mandatory in this area. 2. Workstation to be reviewed to increase distance between persons. 3. Hand sanitising 	<p>Production manager, Purchasing Manager, Health & Safety to advise type</p> <p>Production manager, Supervisors</p>	<p>Immediate</p> <p>Immediate</p> <p>7 Days</p>	

			station to be installed in mattress area.	Health & Safety, Purchasing Manager, Maintenance		
12.COVID-19 Warehouse	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> Hand sanitising unit is provided in the warehouse area. Social distancing signage 	<ol style="list-style-type: none"> Face covering to be available if required. Working conditions do not require working closer than two metres. One-way system to be used in warehouse aisles Floor marking to be added to show one-way system. Cleaning Supplies to be provided to persons working on forklifts to clean them after use. 	<p>Purchasing Manager, Health & Safety,</p> <p>Health & Safety, Warehouse Manager</p> <p>Health & Safety, Warehouse manager</p> <p>Purchasing Manager</p>	<p>Immediate</p> <p>Immediate</p> <p>7 days</p> <p>7 Days</p>	<p>L = 3 S = 4</p> <p>Risk rating = 12</p>

13.COVID-19 Mill area	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Mill maximum occupancy 8 • Mill workers are already issued with FFP3 facemasks so there is no need to introduce any other face covering rules. • Hand sanitising unit installed • Social distancing signage 	<ol style="list-style-type: none"> 1. Persons needing materials from the mill should ensure they wear a face covering or dust mask depending on the purpose 2. Face fit testing needs booking in for current masks 	<p>Production manager,</p> <p>Health & Safety</p>	<p>Immediate</p> <p>Immediate</p>	<p>L = 2 S = 4</p> <p>Risk rating = 8</p>
14.COVID-19 Yard	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Social distancing signage 	<ol style="list-style-type: none"> 1. Face covering will be advisable as workstation are more than 2 metres from each other. 2. 2m distancing signage 	<p>Production Manager</p> <p>Health & Safety,</p>	<p>Immediate</p> <p>7 Days</p>	<p>L = 2 S = 4</p> <p>Risk rating = 8</p>
15.COVID-19 Mezzanine	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus</p>	<ul style="list-style-type: none"> • Social distancing signage 	<ol style="list-style-type: none"> 1. Hand sanitising units and signage to be installed. 	<p>Health & Safety, Purchasing Manager, Maintenance</p>	<p>7 Days</p>	<p>L = 3 S = 4</p> <p>Risk rating = 12</p>

	through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.		<ol style="list-style-type: none"> 2. Face covering will be advisable as workstation are more than 2 metres from each other. 3. Sign to inform persons not to cross on the stair . 4. Consider perspex screens to assist social distancing 	<p>Production manager, Purchasing Manager, Health & Safety to advise type</p> <p>Health & Safety,</p> <p>Production manager, health and safety</p>	<p>Immediate</p> <p>7 days</p>	<p>L = 3 S = 4 Risk rating = 12</p>
16.COVID-19 R&D workshop	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum of 3 person at any one time. 	<ol style="list-style-type: none"> 1. Hand sanitiser to be provided to the R&D workshop. 2. Signage to be installed stating maximum persons to be room 	<p>Health & Safety, Purchasing Manager</p> <p>Health & Safety,</p>	<p>7 Days</p> <p>7 days</p>	

17.COVID-19 Showroom	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum number of persons in the room at any one time set to 8 • Hand sanitiser installed outside entrance door to showroom. • Signage installed stating maximum persons to be in the showroom. 				L = 2 S = 4 Risk rating = 8
18.COVID-19 Admin offices	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum for each office is 3 persons. • Hand sanitiser in lower corridor • Desks spaced for social distancing • Home working to be considered if possible. 	<ol style="list-style-type: none"> 1. Signage to be installed stating maximum persons to be in each office 2. Spacing to be reviewed if occupancy changes. 	<p>Health & Safety,</p> <p>Health & Safety</p>	<p>7 days</p> <p>Ongoing</p>	L = 2 S = 4 Risk rating = 8
19.COVID-19 Break rooms	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus</p>	<ul style="list-style-type: none"> • Maximum of 3 persons at any one time 	<ol style="list-style-type: none"> 1. Hand sanitiser unit to be installed in both break rooms. 	<p>Health & Safety, Purchasing</p>	<p>7 days</p>	L = 4 S = 5 Risk rating = 20

	through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.		<ol style="list-style-type: none"> 2. Signage to be installed stating maximum persons to be in each office. 3. Perspex screens to be considered to for both break room to increase person able to use break room at any one time. 	<p>Health & Safety,</p> <p>Health & Safety, Purchasing Manager, Maintenance</p>	<p>7 days</p> <p>Ongoing review</p>	
20.Toilets factory side	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Maximum persons 3 at any one time • Hand sanitiser installed corridor 				<p>L = 2</p> <p>S = 4</p> <p>Risk rating = 8</p>

<p>21.COVID-19 Drivers</p>	<p>Delivery drivers / customers/transfer staff</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> • Drivers are provided with PPE gloves and mask overalls if need as well. • Contactless deliveries are carried out so there is no contact between the drivers and the customers so neither party is under the two metres social distancing guidelines. • Drivers are in fixed teams to keep them together and not mixing different drivers for different jobs. • Drivers must refuse contact of any kind with customers and members of the public that is not essential to their work. • Drivers must not ask customers to give signature for any paperwork. (please contact your manager if there is a problem with this) • Drivers should not use any customers welfare facilities and must contact their transport manager if they need to use any welfare facilities. • Drivers must use hand sanitisers provided before and after visiting each customer. As well, if a driver needs to remove their gloves to have better grip on the product they're delivering, they should follow the guidance given on removing the gloves and then use hand sanitiser after taking the gloves off and before putting the gloves back on to reduce the chance of cross contamination. 	<ol style="list-style-type: none"> 1. NHS hand washing guidance is to be checked and new information given to drivers if required 2. Continually review latest Government advice 	<p>Health & Safety,</p> <p>Health and Safety</p>	<p>7 days</p> <p>Ongoing</p>	<p>L = 2 S = 4</p> <p>Risk rating = 8</p>
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		<ul style="list-style-type: none"> Drivers are provided with an NHS guidance poster that shows best practical for washing or rubbing hands with hand sanitiser which they must follow. 				
22.COVID-19 General & other areas	<p>All persons using the area</p> <p>The above may be harmed by transfer of the virus through ingestion, inhalation, contact with the eyes, nose and and mouth, or any exposed cut. This may lead to ill health.</p>	<ul style="list-style-type: none"> Staff can contact healthandsafety@furmanac.com to raise any issues regarding PPE, tools hygiene, or any other concern, to help resolve issues not accounted for beforehand. On return to work after absence covid symptoms and contact with others with a positive covid test or symptoms shall be documented. First aiders to follow new guidance, For Covid-19 to stay as safe as possible when dealing with a casualty to reduce the chance of cross contamination. <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm - non-healthcare</p> <ul style="list-style-type: none"> Meetings should be carried out using Microsoft Teams or another digital platform to reduce chance of contact. If digital methods cannot be used, 	<ol style="list-style-type: none"> Continual review of Government, NHS and PHE guidance on COVID advice 	Health & Safety,	Ongoing	<p>Average overall risk rating</p> <p>L = 3 S = 4</p> <p>Risk rating = 12</p>

		<p>meetings should be conducted in an open space with all persons maintaining 2 metres or 1 metre + social distance with face shields or face covering at all times.</p> <ul style="list-style-type: none"> • Air conditioning units serviced on contract 15/10/20 • Continually reviewing Government guidance <p>Anyone with COVID-19 symptoms e.g.</p> <ul style="list-style-type: none"> • A high temperature. • A new and continuous cough. • A loss or change to your sense of taste and/or smell. <p>DO NOT to come to site. Contact their manager at the earliest opportunity about their condition and to self-isolate for the government specified period. You MUST contact the test and trace service and book a</p>			
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		<p>test, visit the NHS 111 online service or if you can't access the internet, call 119 on the phone to book a COVID-19 test.</p> <ul style="list-style-type: none"> • We ask that anyone that has tested positive for COVID-19 or living with a family member or person that has tested positive or has symptoms to also contact their manager, follow self-isolation rules, please do not return to work until you have a negative test for the virus or have followed the government guidance on self-isolation. 					
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Assessment carried out by: John Stupmanis (Health & Safety Supervisor)
Date of Next Review: 25/11/2020

Risk Matrix

		Likelihood (L)				
		Risk rating matrix	Unlikely (1)	May happen (2)	Likely (3)	Very likely (4)
Severity (S)	Negligible (treatment on site) (1)	1	2	3	4	5
	Minor Injury (treatment off site) (2)	2	4	6	8	10
	Over 7-days injury (3)	3	6	9	12	15
	Major injury (4)	4	8	12	16	20
	Death (5)	5	10	15	20	25

Notes:

The UK government guidance is updated on a regular basis, so this risk assessment will be reviewed based on the COVID Alert level system or changes to the guidance, this means a **continual** review of this risk assessment. R rate increase has led to the government to introduce new national/regional/local lockdowns, we will aim to provide adequate protective equipment for these areas to ensure deliveries can continue as lockdown measures are introduced. We will always be looking at the data to ensure our protective measures are sufficient.

[Disclaimer] information and guidance given by the UK government may have changed from date of upload to our website, please understand that we ensure that the most Up-To-Date assessment and advice is displayed and available for you to access. We may also have slight variation of this assessment and guidance for Northern Ireland, Wales & Scotland. If applicable.

Links for government COVID information

<https://www.gov.uk/coronavirus> for guidance and support

<https://coronavirus.data.gov.uk> for Daily Update

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf> for risk assessment guidance

Current COVID ALERT LEVEL: National Restrictions

If YOU have any questions or concerns about this COVID-19 risk assessment please contact healthandsafety@furmanac.com

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