

CRP Ltd – Coronavirus/COVID 19 Risk Assessment

Sources – HM Government “Working Safely During COVID-19 in factories, plants and warehouses” (24/09/2020)

CRP Ltd Initial COVID 19 Risk Assessment

3rd Party Audit of CRP Ltd, COVID 19 Workplace Compliance by Element Ltd 28/05/2020

Last Update: 12/10/2020

What are the Hazards/Concerns	Who Might Be Affected	Controls Required or advised in guidelines	Additional Controls Required or advised in guidelines	Action By: WHO/WHEN?	Action already Taken or Required	Status of Action OPEN/CLOSED
Spread of Covid -19 Coronavirus	Staff: Office Staff, Shopfloor Staff, Contractors / Suppliers, Visitors: Customers, Interviewees, 3rd Party Auditors Vulnerable Groups/ People with Underlying Health Issues in the groups identified above	Who should attend work/visit the workplace	Define and communicate who may and may not attend work - communicate to all personnel and visitors		Communicated to personnel in COVID 19 Update 30/09/2020	CLOSED
		Who should not attend work/visit the workplace	Define and Communicate circumstances where people may not attend the workplace		Communicated to personnel in COVID 19 update 30/09/2020. Company policy reference Quarantine on	CLOSED - POLICY DOCUMENT CREATED

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			<p>People Suffering from:</p> <ul style="list-style-type: none">• High Temperature• Onset of continuous dry cough• Change in taste and smell• Following a positive Test for Covid 19• Pending Results of a Covid 19 Test <p>People who are:</p> <ul style="list-style-type: none">• Living with someone who has been diagnosed with Covid 19• Contacted through track and trace and instructed to self isolate• Returning from visits/holidays to countries where quarantine is or		return from abroad documented in update 30/09/2020	
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			has become mandatory on return.			
	<p>People at Higher Risk of infection or adverse outcomes if infected :</p> <p>Older Males</p> <p>People with high Body Mass Index (BMI)</p> <p>People with Health Conditions such as Diabetes</p> <p>People from some Black,</p>		Ensure additional support is available to protect people with higher risk of infection		Need to define and communicate additional protection for personnel in High Risk Groups	CLOSED - POLICY DOCUMENT CREATED

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	Asian or Minority Ethnic backgrounds (BAME)					
	Extremely vulnerable people who were previously shielding		May attend the workplace but should carry on working from home where possible – Ensure additional support is available to protect these individuals		Need to define and communicate additional protection for personnel in “Previously Shielding” Group	CLOSED - POLICY DOCUMENT CREATED
	People qualifying for flu vaccinations due to age or underlying medical conditions		Encourage eligible personnel to book Flu Vaccination		Advised in COVID 19 update 30/09/2020	CLOSED
	People requiring additional		Promote mental health and wellbeing awareness to staff and offer support		Advised in initial Risk Assessment	CLOSED POLICY

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	support due to emotional or mental health issues arising from impacts of COVID 19 or changes to working practice				<p>Develop and document mental health policy including internal and external sources of support and guidance</p> <p>Open-Door Policy for those requiring additional support</p> <p>Support available from Health Assured Employee assistance programme https://www.healthassured.org</p>	DOCUMENT CREATED
		Social Distancing	Maintain 2m distancing between personnel and other people visiting the business		<p>Advised in COVID 19 update 30/09/2020 Signage posted on doors to Logistics, Kitchen, Accounts, Access to shop floor Review Signage and Improve</p> <p>Create Explicit instruction for Visitors in Pre-Visit Awareness Document</p>	<p>CLOSED SIGNAGE REVIEWED, ADDITIONAL SIGNAGE POSTED</p> <p>Instruction added</p>

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			Where people cannot keep 2m apart ensure 1m spacing between people		Advised in COVID 19 update 30/09/2020 Create Explicit instruction for Visitors in Pre-Visit Awareness Document Review working practices to determine any workstations / processes or activities which are outside of 2m/1m Spacing requirement Define reaction plan for areas where close proximity working is <1m spacing	Closed instruction added Under review
			Minimize time people are in close proximity to each other			
			Organize offices and workspaces so that people are working side by side or back to back, rather than facing each other.		Desks re-arranged in Engineering/Logistics/Sales	CLOSED
			Reduce the number of people any individual comes		Communicate to personnel – use E-mail rather than conversation at desks	CLOSED

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			into contact with during the course of the day		Communicate through Team Leaders / Managers	
			Mark safe distance “standing Places” to prevent conversations/joint working in close proximity to desks/workspaces		<p>“X” marks at 1-2m distance marked on floor with hazard tape in Engineering, Sales/logistics, Accounts, Large and Small Conference Rooms</p> <p>Review Shop floor Areas to determine if additional spacing marks can be implemented</p>	Under Review – see action plan
			Organizing Conference and meeting rooms to optimize social distancing		<p>2m Spacing marked out in conference room</p> <p>Maximum number of personnel in conference room = 6 -as advised in COVID 19 update 30/09/2020</p>	CLOSED
			Use Technology solutions to assist in limiting number of personnel in a		Teams Meeting technology installed in conference room, on personnel mobiles and PC	CLOSED

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			meeting/conference room at any one time.			
			Implement “Consistent Pairing” so the same individual share the same tasks (Lifting/Loading Machines etc) to reduce total contact/proximity working with other people.		Review working Practices to determine if “Consistent Pairing “ is possible/practicable.	Under review – see action plan
		Entrances/Exits	Ensure multiple access points for personnel		Office Staff and shop floor staff have different access points	CLOSED
			Ensure door handles/push plates cleaned and sanitised regularly		Cleaning Schedule for main door handles and handles in Engineering Office area established	Under Review See Action Plan
			Stagger start times where possible to prevent localised overcrowding at start/end times		Start times for office personnel staggered	Under Review See Action Plan
					Consider staggered start times for Shop floor	

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			Ensure hand sanitiser available at entrances/exits		Hand sanitiser present at main entrance	CLOSED
			Ensure regular cleaning/sanitising of touch plates for key fobs		Add to requirement to Engineering office cleaning schedule	UNDER REVIEW
					Install Site COVID 19 Policy and Protection Document at Visitor Entrance and Goods In /Despatch	closed
		Meetings	Consider if meeting is required – can meeting be completed remotely		Meeting protocols advised in COVID 19 update 30/09/2020	CLOSED
			Only absolutely necessary personnel to attend meetings		As advised in COVID 19 update September 2020: Headcount for meetings is 6 maximum in the room – others to join by Teams Advise visitors in Pre-Visit Awareness Document	closed
			Meeting rooms organized and marked out to maintain 2m social distancing		2m spacing measured and marked on floors of conference rooms	CLOSED

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					Consider removing any additional seating from conference rooms	CLOSED
			Technology solutions implemented to allow remote access to meetings		Teams Meeting Software with Audio/Video support installed in conference rooms Mobile phone Teams meetings held during Lockdown period between desks	CLOSED
			Improve ventilation – open windows- during meetings		Add to signage for Large Conference room.	closed
			Provide Hand sanitizer in meetings		Hand Sanitiser present in Large Conference room Install Hand Sanitiser in Small Conference room	closed
			Limit shared resources (Pens/Laser Pointers etc.) in meeting rooms		Check resources present and minimise Consider standard set of RED/GREEN/BLUE pens for each Notice board to stop sharing	closed
		Common Areas	Reduce access/number of people in common areas (kitchens, walkways etc)		Signage posted in office Kitchen – “One person at a time only”	closed

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					<p>Need signage for Shop floor Kitchen</p> <p>Need to develop distribution procedure for bought in food – Breakfasts/Chippy to prevent crowding in shopfloor kitchen</p>	<p>closed</p> <p>Under Review – see action plan</p>
			<p>Enforce social distancing in common areas (e.g smoking area)</p>		<p>Social Distancing signage posted on main office door and office kitchen door and shop floor access door.</p> <p>Need to post additional Social Distance Signage in other common areas</p> <p>Management to enforce social distancing in common areas and throughout the workplace</p>	<p>Closed – additional signage posted re social distancing on doors in shop floor and shop floor kitchen</p>

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			Improve availability of facilities to reduce people in single common area		Portakabin toilets installed in carpark for sales/logistics personnel to prevent crowding of Engineering office toilets	CLOSED
			Provide and use safe areas for outside breaks		Outside tables / seating available in Fire Assembly area - best suited to summer months	CLOSED
			Encourage personnel to stay on site during break times		Communicate advice to the people	OPEN
		Moving Around the Workplace	Manage high traffic areas – corridors and walkways - through offices to toilets		Improve Signage to create airlock in corridor between offices/shop floor	OPEN
			Manage high traffic areas – corridors and walkways - Corridor from Office to Shopfloor		Create “waiting Points” to prevent people entering high traffic areas until access is clear	OPEN
	Injured personnel/visitors, First Aiders, First responders -	Accidents and Incidents	Ensure First Aiders understand and practice amendments to techniques such as CPR		Identify/Download “Best practice document and issue/brief out to First Aiders	Closed – document issued to First Aiders

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	Fire/Police/ Paramedic personnel					
			Advise First Responder personnel of Covid Controls in place at the business		Create First Responder Section on Policy Document posted on access doors-Main Entrance, Despatch	Closed – No special information required
	Visitors, Customers, Suppliers, Third Party Auditors, Contractors	Managing Contacts	Ensure visit is absolutely necessary – consider alternatives such as online/technology solutions		Create Explicit instruction for Visitors in Pre-Visit Awareness Document	closed
			Ensure all visitors are aware of Covid Policy/Guidance before visit takes place.		Post COVID Policy/Procedures Guidance Advisory for visitors at main entrance	closed
			Ensure potential visitors with Covid 19/Covid 19 symptoms are instructed not to come on site		Create Explicit instruction for Visitors in Pre-Visit Awareness Document	closed
			Ensure number of visitors at any one time is kept to a minimum		Create Explicit instruction for Visitors in Pre-Visit Awareness Document Communicate to personnel who book visits to check	closed

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					diaries for other visitors on that day/time. Instruct rebooking visit if possible in case of clashes	
			Consider and request if visit can take place during times fewer personnel are on site – Night/Weekends			OPEN
			Ensure visitors are aware of Facemask policy and comply with requirements during their visit.		<p>Create Explicit instruction for Visitors in Pre-Visit Awareness Document</p> <p>Create Explicit instruction on Visitor Policy document to be maintained at main entrance</p> <p>Consider small stock of Face Masks at Front Door for Visitors who forget/turn up without masks</p> <p>Improve Signage at main door to advise Face Masks must be worn</p>	closed

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	Personnel with responsibility for bringing visitors on-site		Provide Training to allow company personnel to bring visitors on site safely and in accordance with Covid-19 protection procedures.		Develop Site Visitor Policy document – train out to personnel with responsibilities for booking visitors	closed
		Ventilation	Ensure external and internal windows doors are opened and kept open where possible to allow free flow of air through the building		Install signage Communicate to personnel Consider Start of Business open windows/doors to ventilate area -close doors windows as personnel arrive Consider personnel comfort during Autumn/Winter months	closed
		Keeping the Workplace Clean	Frequent cleaning of the workplace is planned and completed		Offices Daily Cleaning by Facilities Personnel Daily end of shift cleaning by shop floor personnel	CLOSED

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			Additional Cleaning schedules for high use areas with specific high contact surfaces and items have been developed and implemented		Engineering Office Cleaning schedules for common items established Office Kitchen Cleaning schedule /rota established Need to implement cleaning rotas for all office/shopfloor areas	Under Review – Additional cleaning by Facilities Management
			Additional Cleaning of high use shared resources such as printers, laminators, Photocopiers has been implemented		Instructional signage fitted to office photocopiers and laminator/Guillotine stations Review all areas and identify shared resources requiring Additional Cleaning Signage	Under Review – Additional cleaning by Facilities Management
			Waste materials are frequently removed from the workplace -offices and shop floor		Offices, Office Kitchen and toilets bins emptied daily by Facilities Cleaning Ensure shopfloor bins emptied daily – Add	Under Review – Additional cleaning by Facilities Management

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					requirement to cleaning schedules	
			Ensure Sufficient cleaning materials of the correct type are available in Work areas (Office and Shopfloor) are available to allow effective scheduled cleaning by personnel		Define Requirements and advise Logistics Establish cleaning materials supply and purchase requisitioning systems	Under Review – Additional cleaning by Facilities Management
			Additional waste/recycling bins and containers for used/soiled PPE have been purchased and installed		Review requirements – order additional waste bins as required	Under Review – Additional cleaning by Facilities Management
			Cleaning of workspaces after a known or suspected case of coronavirus to be as per the Specific Guidelines within the Government guidelines		Add instructions from Government Guidance for Cleaning after known or suspected Infection at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Added to policy document

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					To COVID Outbreak Reaction Plan	
					Advise Logistics of Cleaning materials requirements for post Outbreak clean down	
		Hygiene	Signage installed to promote awareness of : Good Handwashing Technique Increase Handwashing Frequency Avoid Touching Your Face Cough or Sneeze into disposable tissue or into your arm		Review signage already posted and improve: Quantity Posting in more locations Quality of information in line with guidelines	Closed – reviewed current signage and additional posted
			Ensure regular reminders are issued to maintain hygiene standards		Advised to personnel in COVID 19 update 30/09/2020	CLOSED
			Ensure hand sanitiser is provided in all areas not just washrooms		Review working areas – identify additional locations requiring Hand sanitisers	Closed – additional issue to shop floor kitchen and office

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						staff- individual containers at each desk
			Ensure Clear use and guidance for toilets/washrooms - to be kept as clean as possible and social distance is achieved as much as possible		Signage posted – Review and Improve as necessary	Under Review – Additional cleaning by Facilities Management
			Ensure enhanced or additional cleaning is implemented for busy areas			Under Review – Additional cleaning by Facilities Management
			Additional care required for cleaning of portable toilets		Check and ensure facilities personnel are cleaning brought in Portaloo	closed
			Ensure additional waste disposal/bin emptying/additional collections		Review areas – advise additional requirements to area personnel	Under Review – Additional cleaning by Facilities Management

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			Ensure correct hand drying facilities in place – paper towels or electrical dryers		Paper Towels in Place in roll dispenser in office toilets Check other toilets/washroom areas and supply paper towels as necessary	OPEN
			Keep facilities well ventilated			
		Handling Goods, Merchandise other Materials and onsite vehicles	Ensure cleaning procedures for parts of shared equipment and vehicles – FLT's, Company Truck, Pallet trucks, Lifting Trucks, Tools and equipment		Develop and Implement Cleaning tasks for shared company vehicles – FLT's/Truck Develop and implement Cleaning tasks (to be added to schedules/rotas) for shared equipment and resources – pump trucks, crane controls, hoists, and other tools and equipment	Under Review
			Ensure Hand Sanitisers, cleaning materials are issued to allow cleaning as described above		Ensure Cleaning materials and equipment is available for section/local equipment and tool cleaning	Under Review

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			Encourage additional handwashing after handling shared equipment		Communicate additional handwashing after handling shared tools/equipment guidance to the people	Create Hygiene Policy
		PPE	Standard issue PPE defined in SOP or Work Instructions for must continue to be used.		Defined on original Risk Assessment Communicate PPE reinforcement message to the people	Closed -policy document created
			Do not share standard issue PPE -Gloves, Hard hats, Visors, Safety Glasses.		Defined on original Risk Assessment Communicate “do not share” PPE reinforcement message to the people	Closed – instruction in policy
		FACE COVERINGS	Ensure people understand that Face Coverings are not a substitute for the main protections against COVID 19 :- Increased Hand washing and social distancing. However the company will follow and implement procedures based on HM Govt. Guidelines that face		Communicated in COVID 19 update 30/09/2020 Need to communicate specific Government guidance as detailed in the Guidelines re: Face coverings are not a substitute for social distancing, handwashing	Closed - Policy document created. Guidance incorporated in policy document

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			coverings help protect individuals and those around them from COVID 19			
			Ensure procedures for when to use face coverings on CRP premises are defined and communicated		Communicated in COVID 19 update 30/09/2020	CLOSED
			<p>Ensure Correct use and Care of Face Coverings. Communicate the following to the people: Wash hands thoroughly with soap and water for twenty seconds or use hand sanitiser before putting face covering on and before and after using it</p> <p>When wearing a face covering avoid touching your face or face covering, as you could contaminate them with germs from your hands</p>		<p>Communicate guidelines for correct use and care of face coverings to the People</p> <p>Add to COVID 19 Policy Document</p>	<p>Closed - Policy document created. Guidance incorporated in policy document</p>

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			<p>Change your face covering if it becomes damp or if you've touched it</p> <p>Continue to wash your hands regularly</p> <p>Change and wash your face covering daily</p> <p>If the material is washable, wash in line with manufacturer's instructions. If it's not washable dispose of it carefully in your usual waste</p> <p>Practise social distancing wherever possible</p>			
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			Define policy for personnel exempt from wearing face coverings for HEALTH RELIGIOUS/CULTURAL Reasons		<p>Identify personnel exempt from Face Covering procedures</p> <p>Define and Implement policy for exempted personnel</p> <p>Communicate the policy to the people</p>	<p>Closed - Policy document created. Guidance incorporated in policy document</p>
			Ensure Personnel understand face coverings may inhibit communication with people who rely on lip reading, facial expressions and clear sound		<p>Incorporate concern into the policy and communicate it to the people</p>	<p>Closed - Policy document created. Guidance incorporated in policy document</p>
			Communicate Face Coverings are Mandatory on Public Transport for personnel who use this transport to and from work		<p>Incorporate concern into the transport policy and communicate it to the people</p>	<p>Closed - Policy document created. Guidance incorporated in policy document</p>

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			Ensure face coverings of the appropriate type are available to personnel	<p>“Bandana/Snood” type issued – 2 per personnel</p> <p>Disposable dual thickness type -small stock in each conference room</p> <p>Ensure both types of Face covering continue to be available to personnel/visitors as required</p>	closed
			Company requirements for wearing of face coverings	<p>Disposable/Dual thickness in conference rooms</p> <p>“Bandana /Snood type when moving anywhere in the business – between sections/offices</p> <p>Face coverings not required at the individuals desk or workstation ONLY</p> <p>Colleagues visiting desks and workstations not their own</p>	Closed - Policy document created. Guidance incorporated in policy document

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					<p>MUST wear face coverings and maintain social distancing</p> <p>No requirement for face coverings in outside areas – Yards, Car Parks, Smoking Area but social distancing MUST be maintained</p> <p>Document as policy and communicate to the people</p>	
		Shift Patterns and Outbreaks	Maintain personnel in fixed working groups /sections as far as practicable to minimize contact with personnel outside that group or section.		<p>Define where practicable fixed working groups – by section/function/location</p> <p>Identify individuals who transfer between groups (multi-skilling/resource allocation/standard meetings or information transfer)</p>	UNDER REVIEW

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					<p>Identify fixed pairings for “Buddy/Buddy” working and tasks</p> <p>Document and visually manage working groups</p>	
			<p>Identify areas where personnel have to pass information/materials directly to each other or between working groups – consider use of drop off points/footprints/transfer zones for information/material to prevent/minimize direct contact.</p>		<p>Review processes -identify opportunities for information/materials/WIP transfer points.</p> <p>Identify/mark out and train out use of transfer points where possible</p>	<p>UNDER REVIEW</p>
			<p>Assist Test and Trace by maintaining record of staff shift patterns for up to 21 days</p>		<p>Confirm record keeping for personnel attendance and work locations is available for 21 days</p> <p>Improve record keeping/management of records to provide accurate</p>	<p>CLOSED</p>

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					Test and Trace information as requested/on demand	
		OUTBREAKS	<p>Develop outbreak reaction plan To include</p> <p>Recording details of Symptomatic Personnel</p> <p>Assistance to the PHE team with identifying contacts</p> <p>Specific actions as instructed by the PHE Team</p> <p>Communication to Staff and Personnel</p> <p>Reinforcement of Prevention messages and procedures</p>		<p>Develop and Publish Outbreak Reaction Plan in line with guideline requirements. Consider confidentiality GDPR implications and account for these in the plan</p>	<p>CLOSED – OUTBREAK REACTION PLAN POLICY DOCUMENT CREATED</p>

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			Identify Single Point of Contact for Outbreak liaison with the Local Public Health team		Keith Lawton identified as SPOC for PHE team	CLOSED
		Work related travel	<p>Communicate to the people: Walk or cycle where possible</p> <p>Minimise the number of people outside of your household or support bubble travelling together in any one vehicle</p> <p>Use fixed travel partners</p> <p>Avoid sitting face to face</p> <p>Cleaning shared vehicles between shifts or on handover</p>		<p>Define Travel policy and communicate to the people</p> <p>Include: Travel to work Overnight Visits Customer/Supplier Visits Overseas Travel</p> <p>Ensure Requirement to wear masks on Public Transport is incorporated into Travel Policy</p>	Closed - Policy document created. Guidance incorporated in policy document
			Ensure when workers are required to stay away from home overnight		Define as part of Travel policy and Communicate to the people	closed

CRP Ltd – Coronavirus/COVID 19 Risk Assessment

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CRP Ltd Initial COVID 19 Risk Assessment

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Last Update: 12/10/2020

			accommodation is Covid secure and social distancing is maintained			
		Deliveries to other sites	Minimise person to person contact during deliveries to other sites		Define as part of Travel policy	closed
			Maintain consistent pairing where two person deliveries are required		Define as part of Travel Policy (if deemed possible/practicable)	closed
			Minimise contact during payments and exchanges – use electronic payment methods and electronically signed and exchanged documents		Define as part of Travel Policy (fuel payments/accommodation payments)	closed
		Communications and Training	Ensure clear , consistent information is communicated to improve understanding and consistency of ways of working		MD monthly briefings include COVID 19 information Continue Monthly Briefings MD issues COVID 19 Update documents Continue issue of update documents COVID 19 Video presentation created for all personnel	CLOSED CLOSED

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					<p>Consider update of video presentation in line with latest guidance</p> <p>Consider collation of all COVID related issues identified in this risk assessment into single COVID 19 Policy document for issue to all personnel/publication on company Intranet</p> <p>Consider collation of all COVID 19 related issues identified in this risk assessment into training presentation – deliver and train out presentation</p>	<p>UNDER REVIEW</p> <p>ONGOING</p> <p>UNDER REVIEW</p>
			<p>Ensure worker engagement by using existing communication routes to explain and agree any changes in working arrangements or unforeseen</p>		<p><i>MD monthly briefings include COVID 19 information</i></p> <p>Continue Monthly Briefings</p> <p><i>MD issues COVID 19 Update documents</i></p> <p>Continue issue of update documents</p>	<p>CLOSED</p> <p>CLOSED</p>

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			impacts of changes to working environments			
			Ensure simple clear messaging to explain guidelines – consider groups for whom English may not be their first language		Develop and Document appropriate training/advisory communication message/method	CLOSED
			Consider using visual communications e.g. Whiteboards to explain changes to Production Schedules, breakdowns or material shortages without the need for Face to Face communications.		Review information transfer requirements in all sections of the business – establish simplified methods/techniques for critical business information transmission	UNDER REVIEW
			Communicating approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experience		Publish up issued version of Risk Assessment and Policy/Control documentation to the company website Reach out to Customers/Suppliers/other Interested parties for	ONGOING UNDER REVIEW

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					guidance and exchange of best practice	
		Inbound and Outbound Goods	Review and where necessary revise pick- up and drop-off points, procedures, signage and markings		Review Goods In and Despatch areas -identify and implement improvements if possible Define drop off procedure for small package/mail delivery at main visitors entrance. Post instructions at entrance	UNDER REVIEW
			Minimise unnecessary contact at warehouse and Despatch		Create guidance in pre-visit advisory document	UNDER REVIEW
			Consider methods to reduce frequency of deliveries and pickups – consolidation of multiple orders, ordering larger quantities less often		Logistics to review what is possible and implement and advise any improved methods	UNDER REVIEW
			Review loading and unloading procedures - where safe restrict operation to single workers		Review process with Goods-In and Despatch operators	UNDER REVIEW
			Where possible use the same pairs of people for			

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			loads where more than one is needed			
			Enabling drivers to use welfare facilities – consistent with other guidance and procedures		Create guidance in pre-visit advisory document	UNDER REVIEW
			Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice		Create guidance in pre-visit advisory document	UNDER REVIEW
		Risk Assessment	Review Risk assessment and update actions/procedures		Develop Priority Action Plan with owners and timescales	CLOSED
			Deliver and implement agreed identified Controls and Improvements arising from this Risk Assessment		Consider creation of COVID 19 Working Group from all areas of the business to deliver Action Plan Items	CLOSED
					Develop scheduled progress reporting system to top	CLOSED

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					management for Action Plan delivery	
			Ensure current/latest version of Risk Assessment is uploaded to company website and is available to interested parties on request		Publish Risk assessment and identified associated documents to the Company website – Action plan need not be complete before publication, but owners/timescales should be identified	ONGOING
			Monitor Government Guidance for Workplaces and other sources of information for updates/amendments to the guidance		Update Risk Assessment in light of amendments/changes to Government Guidance. Communicate changes/amendments to the people	ONGOING
			Display “Staying COVID secure in 2020” sign		Assess completion of Action Plan – post Sign when confidence is high that COVID	CLOSED

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					Safe Workplace has been established	
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