

**RRT Risk Assessment – COVID-19 prevention, avoidance and protection**

**Location: Plastics Factory & Offices**

**Reviewed: 02/06/2020**

Activity	Hazards / Risks	Control Measures
Fitness to work	<p>Preventing unwell people arriving at the place of work.</p> <p>People start to feel unwell at work.</p>	<ul style="list-style-type: none"> <li>• Employees should follow government guidance when displaying symptoms</li> <li>• Refer to RRT Coronavirus Policy in relation to notifying line manager of existing or new symptoms.</li> <li>• Awareness of symptoms and what to do in circumstances should be explained at return to work induction.</li> <li>• Symptoms posters to be displayed at site entrances.</li> </ul>
Remote working	Health & wellbeing of remote working staff deteriorates.	<ul style="list-style-type: none"> <li>• Staff who are working from home will be contacted daily by their line manager to discuss their welfare, mental and physical health and personal security.</li> <li>• Video calls can be used for virtual 'meetings' to convey any work duties that are required and to discuss progress.</li> <li>• RRT will provide equipment for people who work from home to ensure they can do so safely and effectively.</li> </ul>
Employees moving to / from site	Individuals unknowingly spreading the virus or becoming infected via people or surfaces.	<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• Avoid use of public transport where possible.</li> <li>• Try to travel alone in cars or walk, bike etc.</li> <li>• If shared transport is unavoidable always keep numbers of people down to a minimum and ensure that vehicles are cleaned regularly and well ventilated at all times.</li> <li>• Always practice 2m distancing.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Only 1 person at any one time to use the company van.</li> </ul> <p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Maintain social distance on walkways in car parks &amp; be aware of other users at all times.</li> <li>• Bike racks are available if more employees choose this method of travel.</li> </ul> <p><b>Signing / clocking in</b></p> <ul style="list-style-type: none"> <li>• Hand sanitising station will be made available at the factory entrance and should be used by all employees when arriving at and leaving work.</li> <li>• Operatives should use their own clocking in cards and not touch any others.</li> <li>• At the end of each shift, the supervisor will supervisor clock all shift members out to reduce gathering at exits.</li> </ul> <p><b>Moving between offices</b></p> <ul style="list-style-type: none"> <li>• Ensure desks &amp; key transfer areas are cleaned down at the end of use for that day.</li> </ul>
Visitors	Individuals unknowingly spreading the virus or becoming infected via people or surfaces.	<p>Visitors should call ahead / pre-agree arrival times. Strictly no cold calling to be accepted.</p> <p><b>Car parks</b></p> <ul style="list-style-type: none"> <li>• Utilise designated visitor car park spaces and adhere to 2m distancing in car parks.</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Contact an RRT staff member via telephone upon arrival and follow instructions given.</li> <li>• Do not enter reception unless a pre-arranged</li> </ul>

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		<p>appointment has been made and permission granted and ensure specific reception signage is followed.</p> <ul style="list-style-type: none"> <li>• When entering visitors will remain behind the closed glass partition while signed in by an RRT employee.</li> <li>• Signing in should be done by notifying an RRT member of staff who can complete the register.</li> <li>• 2m floor markings will dictate where to stand.</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• Meetings should be carried out remotely where possible but where site visits are required social distancing and office spacing guidelines must be followed at all times.</li> </ul> <p>Canteen facilities will not be available to visitors until further notice. Water may be made available in specific circumstances.</p>
Contractors	Individuals unknowingly spreading the virus or becoming infected via people or surfaces.	<p><b>Paperwork</b></p> <ul style="list-style-type: none"> <li>• RAMS and any other contractual paperwork should be sent over electronically prior to any work commencing and must include any provisions for COVID-19.</li> <li>• RRT Permit to works can be completed electronically where possible and agreed via email in place of a signature if necessary.</li> </ul> <p><b>Induction</b></p> <ul style="list-style-type: none"> <li>• Contractors should make contact via telephone to state their arrival and the relevant contact will be called via phone thereafter to meet them and take them to the area of work.</li> </ul>

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		<ul style="list-style-type: none"> <li>Contractors will be made aware of this risk assessment and other associated control procedures in place at the time from RRT.</li> <li>If there is a need to access reception contractors should stay behind the glass barrier &amp; maintain 2m distance.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>Contractors will be expected to adhere to social distancing guidelines with RRT staff at all times and with one another in accordance with their own risk assessments as far as possible.</li> <li>Contractors should be wearing appropriate PPE for the task being carried out and where possible provide their own method of hand washing prior to and after work activities.</li> </ul>
<p>Business meetings / inductions / gatherings</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p><b>Induction</b></p> <ul style="list-style-type: none"> <li>All operatives &amp; office staff on site will receive a re-induction on return to work specifically focussing on coronavirus control measures and the procedures surrounding this risk assessment.</li> <li>Inductions will be carried out in small groups in the training room, and social distancing of 2m rule will be adhered to at all times.</li> </ul> <p><b>Operative briefings (H&amp;S etc)</b></p> <ul style="list-style-type: none"> <li>Any future briefings &amp; usual H&amp;S training will be carried out using appropriate social distancing guidance from the government and other health websites as appropriate.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Training if required for operating specific pieces of equipment will be risk assessed at the time with training providers using RAMS as necessary.</li> </ul> <p><b>General office meetings / other</b></p> <ul style="list-style-type: none"> <li>• Offices will be marked on the doors with designated number of people who are permitted entry at any one time and this must be adhered to with all staff and visitors.</li> <li>• Where there is no glass in the door for visibility, employees should knock and wait for a response before entering.</li> <li>• All business meetings / gatherings should be held electronically where possible</li> <li>• Only absolutely necessary participants should attend to minimise risk if held in person.</li> <li>• 2m distancing should be marked and seating / standing arranged to allow for this.</li> </ul>
Deliveries to / from site	Individuals unknowingly spreading the virus or becoming infected via people or surfaces.	<p>In the first instance any delivery/collection for an RRT site should be carried out in accordance with the COVID-19 haulier site procedures that have been issued to hauliers.</p> <p>Thereafter when a driver has been directed by a RRT member of staff as appropriate the following controls must be adhered to;</p> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Drivers should only enter reception if they are invited to do so by an RRT employee and at all times considering social distancing rules of 2m.</li> </ul>

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		<p><b>Paperwork</b></p> <ul style="list-style-type: none"> <li>Any documentation should be completed electronically where possible and if not hauliers should use their own pens to prevent contamination.</li> </ul> <p><b>Securing / checking loads</b></p> <ul style="list-style-type: none"> <li>Providing RRT personnel are at a 2m safe distance, driver may exit their vehicles to ensure loads are safely strapped &amp; secured in the usual designated areas.</li> <li>Standard PPE for each site should be used at all times.</li> </ul>
<p>Operating Machinery (Injection Moulding, Lifting Equipment, Access Equipment etc)</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p><b>General working</b></p> <ul style="list-style-type: none"> <li>Shift working will remain in place to ensure fixed teams of people are at work at any one time to reduce the number of people staff come into contact with</li> <li>Signage and 2m distancing tape will be used to demark safe zones for people to work in and keep apart from one another.</li> </ul> <p><b>Machines &amp; work stations</b></p> <ul style="list-style-type: none"> <li>Operators will work on the same machine(s) for the duration of their shift, with no exchange / handover.</li> <li>2m distancing tape will be placed around each machine and should not be crossed.</li> <li>Appropriate cleaning products will be made available at each work station to allow employees to clean down their tools at the beginning &amp; end of each shift prior to handover.</li> </ul>

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		<ul style="list-style-type: none"> <li>• HMI screens and machine handles should be cleaned at the end of every shift.</li> <li>• Quality, H&amp;S and shift paperwork should still be completed but left on workstation desks at the end of each shift and collected by a supervisor for filing.</li> <li>• Normal workplace PPE should be worn for the duties to be carried out.</li> <li>• Regular handwashing for 20 seconds in line with government advice should be adhered to at every interval in work i.e. toilet or lunch breaks.</li> </ul> <p><b>Forklift trucks</b></p> <ul style="list-style-type: none"> <li>• Cleaning products will be left with the forklift at all times to enable wipe down before and after use.</li> <li>• Access will be restricted to limited personnel only to prevent cross contamination.</li> </ul> <p><b>Other access equipment (Cranes, ladders, pallet trucks etc)</b></p> <ul style="list-style-type: none"> <li>• Equipment should all be wiped down after use or at a minimum at the end of each shift.</li> <li>• Number of personnel using equipment should be limited to prevent cross contamination.</li> <li>• No use by third parties will be permitted. Contractors should provide their own equipment or RRT personnel can assist if necessary.</li> </ul>
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<p>Handling of materials, packaging, hand tools &amp; other shared resources on site</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p><b>Maintenance workshop</b></p> <ul style="list-style-type: none"> <li>• No more than 3 people in the maintenance workshop at any time. Signage will be in place to enforce this.</li> <li>• Tools should be handled using normal appropriate PPE and cleaned / wiped after use to prevent contamination.</li> </ul> <p><b>Material, packaging &amp; finished goods storage.</b></p> <ul style="list-style-type: none"> <li>• Access to stores and retrieval of packaging/materials should be limited to as few people as possible.</li> <li>• Any other shared equipment / resources should be handled using PPE as necessary and regular hand washing guidance should be followed where items are to be handled.</li> </ul>
<p>Working in offices on site (incl. Factory)</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<ul style="list-style-type: none"> <li>• Offices will be marked on the doors with designated number of people who are permitted entry at any one time and this must be adhered to with all staff and visitors.</li> <li>• Where there is no glass in the door for visibility, employees should knock and wait for a response before entering.</li> <li>• Avoid exchanging items, but items / paperwork that need to be exchanged should be placed down and picked up rather than passed between hands of individuals.</li> <li>• Mask / glove wearing by employees is not mandatory but will be permitted if individuals desire providing no other H&amp;S risks are incurred and doing so does not inhibit normal tasks being conducted.</li> <li>• Desks and equipment should all be cleaned / wiped</li> </ul>



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		<p>down at the end of each day as a minimum or when significant risk of infection has occurred.</p> <ul style="list-style-type: none"> <li>• Staff should work on designated desks and avoid 'hot-desking' so to prevent cross contamination.</li> </ul>
<p>Use of welfare facilities</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Operative breaks to be staggered to reduce number of people at once. Cleaning of welfare facilities carried out in line with controls in this risk assessment.</p> <p><b>Factory canteen</b></p> <ul style="list-style-type: none"> <li>• Maximum of 2 people allowed in the factory canteen at any one time.</li> <li>• All except 2 chairs will be marked with yellow warning tape to designate seating arrangements 2m apart.</li> <li>• Employees should bring their own lunch &amp; cutlery and take them away with them.</li> <li>• Lockers will only be accessible by people using the canteen and people must stay 2m apart.</li> <li>•</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Factory toilet facilities are 1 in 1 out at any one time due to spacing available. Both sets of toilets are available and should be utilised to prevent breaking of 2m distancing. Additional toilets in the office block are available if required.</li> <li>• Handwashing should be carried out as per government guidance and good personal hygiene standards. Hot water, soap and disposable hand</li> </ul>

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		<p>towels will be made available and are preferred to hand driers.</p> <p><b>Office kitchen</b></p> <ul style="list-style-type: none"> <li>• As this area is a main walkway staff should adhere to social distancing guidance of 2m at all times.</li> <li>• Cutlery &amp; plates provided should be thoroughly washed after use and at the end of each day put away in cupboards provided.</li> <li>• Employees are permitted to eat at their desks where this does not interrupt other work / workers.</li> </ul> <p><b>Showers</b></p> <ul style="list-style-type: none"> <li>• Only 1 shower on site should not be used by anyone during this time.</li> </ul>
<p>First aid provision</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p> <p>Accidents</p>	<ul style="list-style-type: none"> <li>• Minimum of 1 qualified first aider should be on site at any one time.</li> <li>• Avoid person to person contact where possible, if not then wash hands before and after giving first aid.</li> <li>• Chest compressions only for non-breathing casualties – <b>no rescue breaths.</b></li> <li>• Clean and disinfect all equipment after use.</li> <li>• Maximum of 2 people allowed in first aid room at any one time and 1 should be first aider.</li> <li>• Accident books etc should be filled out by the relevant people or dictated from a distance ensuring 2m rule is adhered to at all times.</li> <li>• Disposable gloves and visor may be worn as additional protection in first aid situations.</li> <li>• People involved in the provision of assistance to</li> </ul>

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		<p>other should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>
Cleaning & Hygiene	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Signage &amp; hazard tape put in place to remind staff of social distancing measures in all areas of site.</p> <p>Signage to remind employees to wash hands regularly for 20 seconds with soap &amp; water in appropriate areas.</p> <p><b>Office areas</b></p> <ul style="list-style-type: none"> <li>• Daily cleaning arrangements and regular checks have been put in place to maintain good standards of cleanliness in office areas.</li> <li>• Cleaning contractors available if required.</li> </ul> <p><b>Factory areas</b></p> <ul style="list-style-type: none"> <li>• Cleaning arrangements outlined at induction and put in place for individual work stations.</li> <li>• Equipment should be cleaned and kept on top of after each time of use.</li> </ul> <p>Bins in all areas to be emptied regularly and waste contract as normal to remove from site. Fewer people on site should mean waste is minimized.</p>
<p>Close contact work of less than 2m (Where unavoidable) e.g;</p> <ul style="list-style-type: none"> <li>• Two man 'lifts'</li> <li>• Certain tool changes</li> <li>• Training / guidance.</li> </ul>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<ul style="list-style-type: none"> <li>• Assess whether the task needs to go ahead in the first place or can it be postponed / cancelled.</li> <li>• Restrict close contact work to as few people as possible in as large a space as possible.</li> <li>• Wear appropriate PPE such as gloves &amp; face coverings when working closer than 2m.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Where possible work side by side or back to back to avoid transfer of breath.</li> <li>• Conduct separate specific risk assessments for each task via the work safe forms taking extra consideration for ventilation &amp; breaks.</li> <li>• Try to keep tasks under 15 minutes at all times to limit exposure.</li> <li>• Wash hands thoroughly after every task involving close contact.</li> <li>• Use the hierarchy of controls for each task prior to deciding to break the 2m distancing rule.</li> <li>• This should be a last resort at all times.</li> <li>• Single use PPE should be disposed of.</li> </ul>
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**I have read, understood and will comply be the requirements of this risk assessment. I am aware of how to report breaches of this risk assessment. I will look to ensure the requirements of this risk assessment are upheld in my area of work and throughout my time at work, including those whom I may come into contact with during my duties with RRT, whether RRT employees, visitors, or other third parties.**

**Print Name: Operator.....**

**Line Manager .....**

**Sign Name: Operator .....**

**Line Manager .....**

**Date.....**

**Date .....**