

Organisation name: wooltexuk

Task: Implementing control measures in the workplace to avoid Covid-19.

Hazard/Consequences : The virus is spread from person to person by contact with fluids such as cough droplets.

Symptoms : Cough, temperature, difficulties in breathing, potential fever and risk of death.

General measures & controls: Risk assessment to be used in conjunction with internally generated (Covid-19) documents below.

1. Covid 19 - General site rules.
2. Covid 19 - Departmental & job specific rules.
3. Covid 19 - Access/Egress designated entry/exit points/Clocking in/Out
4. Covid 19 - Employees return to work RA questionnaire.
5. Covid 19 - Visitors & contractors/deliveries & collections doc.
6. Covid 19 - PPE & sanitization starter packs.

Risks	Description of Risk	Severity Low/Med/High	Control measures/Comments
Carrying the virus into the workplace upon re-opening	Employee's awareness and understanding of the virus and how it can spread from individual to individual Verbal & (Document 1 – 6)	HIGH	• Employees reviewed on case-by-case basis, those deemed vulnerable or high risk are not permitted back on site during any restrictions of lockdown period • A restructure of the departments & workstations enables Wooltex to effectively implement and maintain the two-metre social distance guidance. • Employees are contacted prior to return. Proposed start dates issued, any potential concerns highlighted and discussed. • Designated entry/exit points Including allocated clocking in terminals are communicated to employees in advance of reinduction to the workplace. • Departmental managers greet employees on arrival.

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		HIGH	• Personal supplies of sanitisation products and PPE issued. • Documentation issued to all employees describing how employees are expected to comply with the general, departmental and access rules. • Employees return to work Covid 19 Risk assessment questionnaire completed and reviewed by managers before permitting entry. • Returned documentation is reviewed again by the Compliance Manager and if approved work can begin. • Employees made aware of what to do in the event symptoms develop during time on site & within their households in line with government guidelines via weekly H&S meeting minutes & e-mailed employee communications. • Any unplanned absences – ie sickness, general absenteeism followed up via Return to work interviews and Employee Covid Risk assessment questionnaire to assess their suitability to return.
Carrying the virus into the workplace due to unnecessary travel	Employees could potentially be exposed to the virus outside the home, if required to use public transport or car share to travel to work. (Document 1)	MEDIUM	• Employees able to work from home continue to work from home. • Business travel arrangements cancelled for the foreseeable future. • On site meetings for homeworkers cancelled & re-scheduled via MS Teams. • Travel to and from work arrangements reviewed, employees discouraged from car sharing & public transport in general rules.

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			(If unavoidable masks must be worn in line with Gov guidelines). - Employees wishing to travel overseas do so at their own risk, Gov.uk travel requirements checked upon return, the employee will be required to isolate for the recommended term (if applicable) alongside giving evidence of the required test results before being permitted back into the workplace. - Contractors from overseas will not be permitted to carry out any site visits unless deemed 'essential' and will be vetted thoroughly as (employees above) to ensure compliance against the Gov.UK travel requirements.
Spread of virus amongst on-site employees	If two metre distance cannot be accommodated in the layout of the machines & associated equipment, then the job will not commence until an alternative is sought (Document 1-6)		All workstations assessed, two metre distancing enforced throughout, and exclusion zones set around machines where required, Signage posted around site to reinforce its importance and random audits in place to review compliance.
			- Shift system allows us to carefully balance the number of employees required to enter the premises at any given time, so ongoing staggered start/finish times are no longer required. - Tasks highlighted where it is not possible to maintain a two-metre distance. These have either been discontinued, alternatives sought, or PPE introduced as a last resort. - All machines & work equipment designated to specific department users (where possible), where not possible the equipment is

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			thoroughly cleaned and sanitised before and after each use. • No equipment to be brought into the workplace from home or taken home from the workplace. • Separate entrance and exit points allocated to isolate departments and eliminate contact in communal areas. • Mending & inspection tables taken out of use, screening purchased where re-location of machinery is not possible. Example - bobbin maker. • Access into other departments prohibited to ensure employees remain within their own small groups. • The use of portable freestanding fans has been banned. • Computers/equipment/display units & control panels allocated to specific users (where possible). Where any of the above are touch screen, now to be operated with personal stylus. Individual supply of antibacterial wipes issued to clean before & after use. • Face masks still to be always worn when whilst moving around the building away from your designated dept & workstation through another department to access certain facilities, toilets/canteens and stairwells.
Potential to spread if a two-person task is identified and unavoidable	Two people in close proximity could spread the virus from individual to individual. (Document 1/2)	LOW	• PPE is provided to employees where a task would bring two people within two metres of each other. These tasks have been clearly identified and defined in the departmental rules. Example – weaving jacquard / loading shipment container.

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Potential for spread in communal areas	Small gatherings, crowds or queues bringing two or more people together in close proximity of one and another would make two-metre distancing unattainable. (Document 1/2)	MEDIUM	• A good supply of PPE sourced and available. • Government guidance is reviewed daily for changes. • Employees supported if they want to wear their own PPE. Employees are advised to follow the guidance on the safe use via a link given in the general rules. • Use of lockers discontinued. Employees to keep belongings within their two-metre exclusion zones. • Departmental & general rules clearly state which employees can use which canteens and toilets around the mill. The designated number of people allocated is clearly stated on each door, additional screening has been purchased and floor markings in place to ensure the two-metre rule is maintained in canteen areas, signage in place. • Employees remain at their workstations within their two-metre exclusion zone where possible for refreshments and food breaks. • If leaving site, employees must report to manager and not congregate in outside areas. • Employees encouraged to use their own vehicles during breaks in privately owned car park. • Cleaners continue with current routines sanitising toilets, kitchens, and communal areas, in addition to door handles and door plates. • All users of communal areas are instructed to fully clean before and after each use.

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Potential for spread in office-based environment with multiple employees sharing an office	Space constraints do not allow for two-metre distance measures with existing office occupants. (Document 1/2)	MEDIUM	- Office employees continue to work remotely from home wherever possible. - From time-to-time employees may be called to site. This must be pre-authorised by a director. - Current occupancy reviewed and currently allows up to a maximum of 6 occupants per room – all desks spaced more than two-metres apart, signs & segregation in place, work equipment arranged to accommodate in advance. - Production office – Over occupancy - those issued laptops to be re-located to production meeting room if cannot work from home. SA to manage and control.
Handling of work related documentation	Potential for virus to spread on paperwork as it changes hands. (Document 2)	LOW	- All non-critical paperwork has been removed from the process. - Where communication is problematic in high noise areas laminated help cards issued to individual employees to hold up for attention, these are wipe clean and can be written on. Personal supply of dry wipe pens issued. - Where paperwork is used and cannot be avoided multiple copies are printed and put in plastic wallets outside offices for each user so no document sharing occurs.

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Running out of PPE/ hygiene and sanitisation supplies	Need to provide a continuous supply wherever possible as likelihood of spread increased if employees do not show good hand hygiene or do not use sanitiser. (Document 1/2)	MEDIUM	• Strict hand washing rules in place, before shift, before & after every break, toilet visit, canteen visit, or upon re-entering the building. • Signage displayed at all wash stations reminding employees how to effectively wash their hands. • Personal supplies of hand sanitiser/antibacterial wipes & masks issued to all employees, stocks replenished by managers. Managers to put in weekly request form for supplies. • Cleaner replenishes all in communal areas, additional stations ordered and in place. • Always ensure a good supply of stock – KP/JS
Lack of Cleanliness & cleaning regimes causing contamination	Risk of contamination from previous contact with hard surfaces (Document 1/2)	LOW	• Employees are instructed to clean down their workstations at the start and finish of every shift. • Clock machine, hands must be washed and sanitised before and after each use, additional clocking in terminals purchased and installed to minimise volume of employees using at any one time. • Strict designated entrances /exits communicated to all employees' masks must worn at all times until arrival at designated workstation, 2 metre signage in place on all stairwells whilst queueing. • Cleaner to pay attention to all communal areas: canteens, toilets, doorplates, door handles.

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			If the event of a temporary site closure, sanitisation chemicals to be sourced and the mill treated – (Chem Dry)
Lack of communication causing potential infection	Spread of the virus due to employee's lack of guidance, knowledge, and information. (Document 1/2).	MEDIUM	Daily team briefings, toolbox talks, weekly COVID 19 H&S meeting minutes, employee e-mailed communications, ongoing briefs if changes are made to general and departmental rules and government advice.
Visitors & Contractors carrying the virus to site	Potential to bring the virus in from outside and infect employees. (Document 5)	MEDIUM	- Full written policy for visitors and contractors in place. - Visitors & contractors no longer required to sign in. - Must be essential works only and approved by a director. - RA Covid 19 questionnaire completed and returned for review before entry is permitted. - Greet & host system in place, distant supervision throughout. Permit to work system (if applicable). - All contractors to wear face masks throughout the duration of the visit.
Employees not adhering to the new rules causing potential infection	If an employee in the workplace unknowingly infects another employee by not sticking to the new rules	LOW	- Random departmental audits carried out by managers. - Rota in place to ensure the Manager auditing is independent of the department being audited, subject to rotation. - General & departmental rules used as a basis for the audit. - Signage and floor markings reviewed for purpose & integrity. - Results of audits returned to Compliance Manager for records. - Any further actions reverted to health and safety committee weekly & SA/Managers for immediate action. - Employee e-mailed communications/Weekly H&S minutes & site Signage specify when not to come into work and what course of action to take.

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Emergency evacuation	In the event of a fire employees would potentially be put in a situation making two-metre distancing impossible	LOW	• All employees advised to leave via quickest safest route. • Specific site entry & exits no longer valid in the event of an emergency evacuation.

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By: Sarah Beaumont
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