


Hazard Description		Person(s) exposed to hazard	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations
Reference: OPS-TRA-049 Subject: Transmission of COVID-19 whilst at Pinewood Location: All areas Pinewood Factory		RISK ASSESSMENT RECORD SHEET 			Assessment by: Nick Worboys, Anthony Daniels, Kerry Cameron, Jim Henderson, Assessment Date 14/5/20 Reviewed: Geoff Arnold, Grainne Kelly		
Exposure to Chemical/Substance (Virus) Unwell or vulnerable people coming to work	Operator	Very High	<ul style="list-style-type: none"> • Government guidelines to “work from home” & quarantine • Identify workers who are more vulnerable to COVID-19 as they have other medical issues • Employees returning home due to illness should be tested for Covid-19 • Furloughed staff and working from home - removes employees from workplace exposure • Current PPE practices 	Possible	High	<ul style="list-style-type: none"> • Display 'symptoms' poster at site entrance • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt. 	
Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst travelling to work	Operator	Very High	<ul style="list-style-type: none"> • Government “work from home” policy • Furloughed staff and working from home - removes employees from workplace exposure • Avoid the use of public transport • Lone travelling, i.e. by car, motorbike, bike, walking, etc. wherever possible • If workers have no choice but to share transport: <ul style="list-style-type: none"> ○ Journeys should be shared with the same individuals and with the minimum number of people at any one time. 	Quite Possible	High	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt 	

			<ul style="list-style-type: none"> ○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. ○ People travelling together, who live in separate houses to consider wearing a cloth face covering ○ The vehicle should be cleaned regularly ○ Plan, where possible for an 'over-flow' car park 			
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst clocking or updating attendance boards</p>	Operator	Very High	<p>Standard.</p> <ul style="list-style-type: none"> ● Government "work from home" policy ● Furloughed staff and working from home - removes employees from workplace exposure ● Tape or markings on floor/ground to indicated 2m minimum 'social distancing' at clocking in machine and attendance boards. ● Non touch clocking in machine ● Staff only to clock in in the morning as staff enter a differing time ● Clocking out stopped ● Provide hand sanitiser at building entrances ● Signs displayed to reinforce social distancing ● Raise awareness with H&S Bulletin that employees sign on receipt <p>Other arrangements.</p>	Not Likely	Medium	

			<ul style="list-style-type: none"> Staff only to clock out if they are leaving at a non-standard time 			
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst attending meetings or shop floor gatherings</p>	Operator	Very High	<p>Inductions</p> <ul style="list-style-type: none"> Conduct inductions in boardroom to maintain social distancing No more than 4 inductees per induction Keep 2m apart <p>Meetings</p> <ul style="list-style-type: none"> Avoid 'face-to-face' meetings, use telephone 'conference calls', Microsoft Teams conference calls, or other means of technology Keep 2m apart Keep meetings short, to the point and avoid sharing material, i.e. drawings, laptops, sample products, etc. 	Not Likely	Medium	<ul style="list-style-type: none"> Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt Ensure meeting rooms are configured so attendees can sit 2m apart <p>Employee and Contractor Inductions</p> <ul style="list-style-type: none"> Where possible, all inductions should be carried out using video or telephone conferencing 24 hours before entering the site
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst using welfare facilities</p>	Operator	Very High	<p>Toilets</p> <ul style="list-style-type: none"> Government "work from home" policy Furloughed staff and working from home – removes employees from workplace exposure Keep 2m apart Install floor marking to maintain social distancing Restrict access to two at any one time in the main factory toilets – display notice to communicate this Restrict access to one at any one time in the external toilets – display notice to communicate this Restrict access to one at any one time in the floor shop toilets/kitchen – display notice to communicate this 	Possible	High	<ul style="list-style-type: none"> Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt Add awareness posters for social distancing at tea machine and kitchens? Look at the possibility of adding hand sanitiser by tea machine Review cleaners' contract Open up access to office toilets to provide further distancing possibilities Add cleaning/sanitiser materials in every toilet Review Staggering break times Operators instructed eat at their bench or go to their car

			<ul style="list-style-type: none"> • Provision of hot water and soap for handwashing and hand drying paper towels • Place 'out of use' signs/restrictions on some facilities [e.g. one urinal if there is a pair] • Display handwashing poster • Regular and frequent cleaning <p>Canteen</p> <ul style="list-style-type: none"> • Government "work from home" policy • Furloughed staff and working from home – removes employees from workplace exposure • Keep 2m apart • Operators normally eat at their bench or go to their car • Disposable cups from hot drinks machine. <p>Smoking Areas</p> <ul style="list-style-type: none"> • Government "work from home" policy • Furloughed staff and working from home – removes employees from workplace exposure • Keep 2m apart • Smoking Area near the Canteen has been removed 			<ul style="list-style-type: none"> • Microwave facilities available in works office or canteen – after use vacate the area
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or</p>	Operator	Very High	<ul style="list-style-type: none"> • Government "work from home" policy • Furloughed staff. • Visitors to wait at works office door before entering office – display notice to communicate this 	Possible	High	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • Arrange office furniture to allow 2m social distancing • Review cleaners' contract

surfaces, whilst working in an office			<ul style="list-style-type: none"> • Regular and frequent cleaning, of equipment • No sharing of computers, laptops, or phones and to be cleaned/wiped down regularly • Prop open frequently used doors during work times, ensuring they are closed at the end of the shift. Fire doors must be kept closed during work time, only can be propped open at tea break 			<ul style="list-style-type: none"> • Add some lines on floor to maintain social distancing • Entry to works office from factory to be locked key left on inside to allow exit in emergencies – replace lock with push pad • Explain why we are propping open fire doors during the day shift as a protection against COVID-19 – fire risk is considered extremely low in comparison • Nominate a person to check fire doors after end of shift to ensure they are not propped open
Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, whilst working on a machine	Operator	Very High	<ul style="list-style-type: none"> • Government “wash your hands” policy • Gloves available where preferred • Wipes 	Possible	High	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • Clean down end of shift – allow 15mins at end of shift for thorough clean down.
Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, whilst working in work areas and benches	Operator	Very High	<ul style="list-style-type: none"> • Government “wash your hands” policy • Gloves available where preferred • Wipes 	Possible	High	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • Nominate a person to check fire doors after end of shift to ensure they are not propped open • Explain why we are propping open fire doors during the day shift as a protection against COVID-19 – fire risk is considered extremely low in comparison • Operatives to clean down machines or equipment prior to use • Clean down end of shift – allow 15mins at end of shift for thorough clean down.

<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, whilst working with a forklift</p>	Operator	Very High	<ul style="list-style-type: none"> • Government "wash your hands" policy • Ventilated cabs • Gloves available • Wipes 	Possible	High	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • Operatives to clean down machines or equipment prior to use
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst during an incident that requires first aid</p>	Operator	Very High	<ul style="list-style-type: none"> • Minimum of 1 qualified first aider on site always • First aid given using disposable gloves • Avoid person to person contact where possible, if not then wash hands before and after giving first aid • Chest compressions only for non-breathing casualties – NO RESCUE BREATHS • Clean and disinfect all equipment after use 	Not Likely	Medium	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • Ask First Aiders how they feel about treating people • Look at PPE requirement for first aiders (e.g. face covering) • Review cleaners' contract
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst Cleaning</p>	Operator	Very High	<ul style="list-style-type: none"> • Cleaning done out of shift • Daily cleaning arrangements and regular checks in place to maintain good standards of cleanliness in the site offices, welfare facilities, etc. • Cleaning to pay attention to high contact areas, such as door handles, light switches, work tops, kitchen appliances, etc. • Waste bins in office, rest room, toilets, etc. to be emptied daily • Supply of cleaning products • Arrangements for waste removal 	Not Likely	Medium	<ul style="list-style-type: none"> • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • Desk surfaces and door furniture to be cleaned by Pinewood office staff • Kitchens and toilets to be thoroughly cleaned by external contractor at end of each shift • Review regularly and consider increasing cleaning intervals
<p>Exposure to Chemical/Substance (Virus)</p>	Operator	Very High	<ul style="list-style-type: none"> • Restrict any 'close contact work' to a maximum of two persons • Where possible either work 'side-by-side' or back-to-back' 	Not Likely	Medium	<ul style="list-style-type: none"> • Management approval for any close contact work requiring operatives to work less than 2m apart

<p>Exposure to infected people and/or surfaces, etc whilst there is close contact work where operatives are less than 2m apart, for example:</p> <ul style="list-style-type: none"> • Eco Press • Truss Press 			<ul style="list-style-type: none"> • Wash hands regularly • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of after use. 			<ul style="list-style-type: none"> • The factory will be checked twice daily to ensure social distancing is being observed. • Raise awareness with H&S Bulletin / Code of Conduct that employees sign on receipt • 'Close contact work' operatives to wear face shields and face masks
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst there is close contact work where operatives are less than 2m apart whilst using a walkway</p>	Operator	Very High	<ul style="list-style-type: none"> • Walkways are generally not in confined spaces • If walkways are in a confined space, make them one way 	Not Likely	Medium	<ul style="list-style-type: none"> • Leave walkways when necessary to maintain social distancing being vigilant for moving forklifts
<p>Exposure to Chemical/Substance (Virus) Exposure to infected people and/or surfaces, etc whilst there is close contact work where operatives are less than 2m apart during a fire emergency or drill</p>	Operator	Very High	<ul style="list-style-type: none"> • Walkways are generally not in confined spaces • If walkways are in a confined space, make them one way • Current practice is to escape to the fire point using the yard • Fire point is outside • There is adequate space available. 	Not Likely	Medium	<ul style="list-style-type: none"> • Leave walkways when necessary to maintain social distancing being vigilant for moving forklifts • Personnel should exit the building as soon as possible • Maintain social distance where possible but priority is to evacuate the building • Once in designated assembly area, maintain social distance