

## Risk Assessment Summary

<b>Department:</b>	Whole site
<b>Risk:</b>	Transmission of COVID-19
<b>Risk assessment reference:</b>	OPS-RA-049 (rev0)
<b>Risk assessment last reviewed:</b>	30/04/2019

Hazards	Significant risks	Control measures
Transmission	<ul style="list-style-type: none"> <li>Workers coming to site with COVID-19 symptoms</li> <li>Workers who share accommodation with a person who is extremely vulnerable to COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>All workers should read the information on symptoms displayed on posters located at the entrance to the site and available on the NHS website (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a>) – workers should not come to the Pinewood site if they have these symptoms</li> <li>Workers who have symptoms, after arriving home should arrange to be tested and if the test proves to be positive, they should observe government guidance. If the test is negative, workers should follow normal Pinewood sickness and absence policy</li> <li>If workers share accommodation with an extremely vulnerable person they should follow the guidance on the NHS website (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-you-live-with-someone-at-very-high-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-you-live-with-someone-at-very-high-risk-from-coronavirus/</a>)</li> </ul>
	<ul style="list-style-type: none"> <li>Travelling to work sharing transport</li> </ul>	<ul style="list-style-type: none"> <li>Workers should avoid the use of public transport or sharing vehicles where possible</li> <li>Where workers do have to share transport, they should where possible                             <ul style="list-style-type: none"> <li>Minimise the number of people sharing and any changes to those sharing</li> <li>Maximise the ventilation (e.g. by keeping windows open)</li> <li>Wear face coverings (i.e. to minimise the risk they transmit the virus to others)</li> <li>Clean the inside and door handles of the vehicle daily</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Use of shared facilities/equipment at Pinewood</li> </ul>	<ul style="list-style-type: none"> <li>Workers should follow social distancing guidance and maintain 2m distance both on and off site, noting floor markings where these have been provided</li> <li>Workers on entering the site should use the hand sanitiser placed near the entrance</li> <li>Workers should only clock in but not clock out – in queuing for the machine, workers should observe social distancing rules – no physical contact is to be made with the machine, using the iris recognition system to clock in.</li> <li>Workers should wash their hands and use hand provided sanitiser regularly but especially before and after using shared facilities/equipment including door handles and welfare facilities.</li> <li>Fire doors used frequently will be propped open – we consider the risk of fire in places where office doors are required for to be extremely low, and the office staff who are at increased risk from this decision are working from home or on furlough leave. We consider the danger of catching Covid-19 to be a higher risk to life than that of fire. We will revisit this policy when offices are more fully occupied or if further information is received.</li> </ul>

	<ul style="list-style-type: none"> <li>Workers should comply with notices on entrance doors to specific shared facilities indicating the maximum number of people allowed in any area at a time</li> <li>Note in multiple user toilets, follow the signage by the toilet entrance.</li> <li>Workers should highlight any concerns they have about cleaning standards in shared facilities to their line manager</li> <li>Toilets and wash facilities will be cleaned daily at the end of each shift.</li> </ul>
<ul style="list-style-type: none"> <li>Attending meetings on Pinewood site</li> </ul>	<ul style="list-style-type: none"> <li>Face to face meetings should be replaced with video or telephone conference calls where possible</li> <li>Where face to face meetings are absolutely necessary with no alternative, workers should <ul style="list-style-type: none"> <li>follow social distancing guidance and maintain 2m distance</li> <li>minimise the meeting duration</li> <li>avoid sharing paperwork/equipment</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Working in factory</li> </ul>	<ul style="list-style-type: none"> <li>All directions and instructions noted on signage should be followed without exception</li> <li>Truck/machine operators should wipe down operating controls before and after using equipment/truck which should occur at least once per day and at any change in operator</li> <li>Before using a truck, ventilate the cab (e.g. open doors) before getting in</li> <li>If anyone has a task that requires them to work closer than 2m, the Factory Manager should be informed, and an alternative method of working agreed</li> <li>When moving around the factory all employees must be alert to other workers in their vicinity and proactively avoid situations where there may be a risk of encroaching within 2m of a colleague.</li> <li>All employees should note one way systems where applicable – these have been installed to avoid unexpected contact through for example unsighted entrances and exits</li> </ul>
<ul style="list-style-type: none"> <li>Cleaning and sanitising regime</li> </ul>	<ul style="list-style-type: none"> <li>Work areas should be kept as clean and tidy as much as possible during the working day and cleaned down at the end of each shift – 15 mins will be allocated at the end of each working day for this purpose.</li> <li>The factory will be checked every 90 mins to ensure social distancing is being observed.</li> <li>Cleaning of toilets and washing facilities will occur daily – this will be reviewed each day and additional cleaning carried out where required</li> <li>Sanitisers will be placed at various points in the factory and noted by signage – the preference is to use washing facilities to clean hands on a regular basis</li> </ul>
<ul style="list-style-type: none"> <li>Providing 1<sup>st</sup> aid</li> </ul>	<ul style="list-style-type: none"> <li>At least one worker trained in 1<sup>st</sup> aid will be on site when the factory is operating</li> <li>1<sup>st</sup> aiders are provided with disposable gloves</li> <li>Both 1<sup>st</sup> aiders and any person getting treatment will wear a face covering while 1<sup>st</sup> aid is provided</li> </ul>

Detailed risk assessment available from Production Manager or Quality Manager on request