



## COVID-19 – RISK ASSESSMENT AND CONTROL MEASURES

Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected whilst working it can be passed on through families and other contacts. You can spread the virus even if you do not have symptoms.

During the COVID-19 pandemic it is essential that the employees, visitors and contractors are protected to minimise the risk of the infection spreading.

The following outlines the control measures DSF have introduced: -

### HAZARD – COVID-19 – General

- Compliance with Government advice
- Employees briefed on reporting symptoms
- Employee consultations and briefing controls
- Visitor briefings and controls
- Furlough for severely vulnerable or cohabitants of severely vulnerable people
- Support from Company OH nurse, counselling available
- Introduction of a COVID-19 Social Distancing and Workplace Hygiene Policy for employees and visitors.
- Introduction of a site zonal bubble system for all employees.
- Disciplinary procedures will be enforced for non compliance

### HAZARD – COVID-19 - Airborne transmission of virus

- Working from home where it is possible, minimising the number of people on site.
- Reorganised office layout to facilitate social distancing with the introduction of screens at shared office desks
- Split shifts for production reducing the number of people on site and a reduction in the number of different people meeting
- Staggered start and finish times, staggered break times
- Virtual meetings carried out
- Control in locker room and toilets, including increased cleaning regimes
- Control in canteen, including outside eating areas (all set out in line with social distancing)
- Closure of snack vending machines, provision of bottled water
- Controls in pedestrian walkways and corridors, with signage
- Propping all doors open where possible
- Social distancing at access stations (outside clocking station)
- Closure of specific walkways
- Working practice changes to allow social distancing in production jobs
- Increased wash stations
- Social distancing car parking arrangements


HAZARD – COVID-19 Surface transmission of virus (cross contamination of surfaces)

- Hand sanitiser stations at site entrances and communal areas, issue of personal hand sanitiser to all employees with refills.
- Rules for sanitizing and washing hands in place, with appropriate signage
- Enhanced regular cleaning and disinfection routines for all areas, with assigned personnel
- Avoiding the sharing of equipment or workstations if at all possible, thorough clean and disinfection before and after use and when changing workstations/equipment. All areas have been separately Risk Assessed and “hot spots” identified. A COVID-19 “Hygiene Controller” document is completed to acknowledge compliance of all cleaning routines.
- Dedicated COVID-19 Waste Disposal Bins
- Job rotation kept to a minimum.
- Separate risk assessments carried out for tasks where social distancing cannot be adhered to and appropriate PPE supplied.
- Procedure in place for handling of incoming packages

Associated Documents:

- COVID-19 Social Distancing and Workplace Hygiene Policy (Employees and Visitors)
  - COVID 19 Hygiene Control Sheets for all work areas
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The above risk assessment and control measures has been carried out by J Flower/M Handley.

Approved by:   
Managing Director

Dated: 12<sup>th</sup> January 2021

Review Date: End of March 2021