**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace at TRP **Sealing Systems Limited. Most recent review to include additional risks associated with the new variant of the virus**

<u>Version 8  24/02//2021</u>

| What are the hazards? | Who might be harmed | Controls | Additional Controls | Action by who? | Action by when? | Done |
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| Spread of Covid-19 Coronavirus | <ul><li>**Staff**</li><li>**Visitors to your premises**</li><li>**Contractors**</li><li>**Drivers**</li><li>**Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions**</li></ul> | **Hand Washing**<br><ul><li>Hand washing facilities with soap and water in place.</li><li>Stringent hand washing taking place.</li><li>Posters are displayed around the factory to remind all employees to regularly wash their hands for 20 seconds with water and soap. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available on request throughout the workplace.</li><li>HSE Skin Care poster display in all toilets showing steps for the correct method of</li></ul> | To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus | | | |

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| | | washing hands and applying hands creams.<br>• Barrier cream and moisturiser are available in all toilets.<br>• Hand dryers installed<br>• Disinfecting gel should be available for regular use.<br>• All dispenser will contain suitable levels soap and antibacterial gel<br>• Health Surveillance is carried out by external contractor as SP37 which include skin surveillance<br>• Employees are reminded to not touch their eyes, nose and mouth if their hands are not clean. | Install paper towel dispensers and appropriate bins where hand dryers are installed.<br><br>An additional dispenser will be fixed to the wall at the entrance to the factory, and in the Technical Centre. | JP<br><br>JP | 22.05.20<br><br>22.05.20 | Complete 15/06/20<br><br>Complete |
| | | **Cleaning**<br>Frequent clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use. Such as door handles, light switches, press Ipads, handrails, machinery buttons, air lines dispenser, spray lancer, work station surface etc. using appropriate cleaning products and methods.<br>**See cleaners cleaning rota.** | Factory operators will clean shared surfaces /equipment in accordance with the operator cleaning regime at the start of each shift and when transferring to a new piece of equipment/workstation. **See TSP1**<br><br>Staff to be reminded on a continual basis of the importance of social distancing both in the workplace and outside of it. | JP<br><br>JP | 19.05.20<br><br>20.05.20 | Complete 19/05/20<br><br>Complete 19/05/20 |

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| | | **Social Distancing** | | | | |
| | | Social Distancing-Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency | | | | |
| | | https://www.publichealth.hscni.net/news/covid-19-coronavirus | | | | |
| | | https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people | | | | |
| | | Audit checks to ensure this is adhered to (x4/shift). | | | | |
| | | Employees will be allowed to work from home where possible. | | | | |
| | | Conference calls/video conferencing are to be used instead of face to face meetings wherever possible. | | | | |
| | | Signs informing about keeping social distance are placed around factory. | | | | |
| | | Shift end and start are staggered to reduce social contact**. See shift start/end procedure**. | Create formal start/end of shift procedure **(See TSP1 & TSP3)** | JP | 18.05.20 | Complete 18/05/20 |
| | | Where a Risk Assessment identifies wearing of protective gloves as a requirement of the job, an adequate supply of these will be provided for collection rather then issuing by the Team Leader to reduce social contact. | | | | |

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| | | Due to the need to communicate between shifts it is impractical for shift Team Leaders and Engineers to stagger start/finish times. In any handover social distancing must be maintained and before the shift Team Leader and Engineer start work they should sanitise mobile phone, pagers and ipads using sanitiser and tissue. | | | | |
| | | Generally, processes should be re-designed to ensure social distancing in place: | Operating protocol and posters to ensure social distance on large presses ('diagonal' working positions), and for service hands. | JP | 19.05.20 | Complete 18/05/20 |
| | | | Review the extrusion procedure for additional social distancing controls. | JP | 22.05.20 | Complete 08/06/20 |
| | | | Screen constructed between Barwell 1 and Panstone machine to keep operators separated | IC | 12/06/20 | Complete 12/06/20 |
| | | | Final inspection to be reorganised to ensure no face to face working. Inspectors to all face the same direction when inspecting at tables | JP/JB | 10/02/21 | Complete 10/02/21 |
| | | | Inspection floor to be marked to show inspector working position | OH | 11/02/21 | |
| | | Factory/office marking | Floor markings and signs to be explained in formal documented procedure **(See TSP5)** | JP | 19.05.20 | 18/05/20 |
| | | Canteen area and re-design seating to allow social distance. | Coffee/snack dispensing machinery are re-located to allow easier access. | IC | 29.05.20 | Complete 05/06/20 |
| | | Breaks are staggered to reduce use of shared area. | Formalise break rotation in documented procedure **(See TSP2)|** | JP | 19.05.20 | Complete 18/05/20 |

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| | | Outside seating area is tapped off to ensure social distancing.<br><br>In all smoking areas there are signs and floor marking to maintain social distance. | Taping to be replaced by a more robust solution | IC | 15/06/20 | Complete 15/06/20 |
| | | | Create a formal document explaining the use of washroom/toilet facilities and identification of "in use"<br>**(See TSP4)** | JP | 19.05.20 | Complete 18/05/20 |
| | | **Temperature checking**<br>    •   Factory workers<br><br>Each employee's temperature is checked by designated person before they enter the working area. This allows fever symptoms to be checked and stagger start timer.<br><br>    •   Office workers<br><br>Before entering their offices workers should check their temperature using a temperature monitor located at the reception area.<br><br>**Symptoms of Covid-19**<br>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.<br>Line managers will maintain regular contact with staff members during this time. | Formalize temperature checking process into documented procedure<br>**See TSP1 document**<br><br><br><br><br><br><br><br><br><br>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. | JP | 19.05.20 | Complete 18/05/20 |

| | | If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ <br><br> • Should employees find they have a new, persistent cough and/or a high temperature and live alone then they are to self-isolate for 7 days. <br><br> • Should employees disclose that personnel living with them are showing the above symptoms, they should be encouraged to stay at home for 14 days from the day the first person got symptoms. <br><br> • High-risk employees are to self-isolate in line with government guidance | | | |
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| | | **Delivery drivers**<br>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport. | Contact all transport companies that TRP use to inform them of the collection/ dispatch location. | AH/DK | 20.05.20 | Complete 29/05/20 |
| | | Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. | Signage to be placed with a contact number for no one is present in collection/dispatching area. | JP | 20.05.20 | Complete 29/05/20 |
| | | If visiting drivers needs to use the toilet or welfare facilities, they must use the facilities in the tooling department. | Employees avoid signing for collection/dispatching receipts in order to comply to social distance, prevent use of shared equipment. | DK | 20.05.20 | Complete 20/05/20 |
| | | **Foreign travel plans for employees**<br><br>• will ask employees to inform us if they are leaving the country.<br>• We will provide relevant government guidance in line with the area/country that they are visiting.<br>• Self-isolation will be enforced in line with the area/country guidance.<br>• Ask employees to not access public transport unless absolutely necessary.<br>• Non-essential travel will be avoided.<br><br>**Visitors**<br>Except for delivery drivers before any visit to TRP's offices/factory is | | | | |

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| | | arranged any visitor is obliged to complete a survey for visitors at the reception area and sign declarations of compliance with social distance and the rules related to the Covid19.

All visitors will be required to self-check their own temperature in the TRP reception area, unless a visit by contractors is required. In this instance contractors will contact the shift Team Leaders to arrange a temperature check/survey at applicable.

All visitors will be shown additional site Health and Safety Covid-19 guideline.

**Mental Health**

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

Reference -
https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/
www.hseni.gov.uk/stress

**Vulnerable Groups**

- Medical questionnaires to be issued to existing and new employees. | | | | |
| | | | Regular communication of mental health information and open door policy for those who need additional support. | | | |

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| | | • Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. | Questionnaire to be sent to all current employees (weekly and monthly paid). Review completed questionnaire. | JP | 21.05.20 | Complete 22/05/20 |
| | | | Following review of questionnaire responses, risk assessments to be performed with all high risk employees | JP/ES | 30/06/20 | Complete |
| | | • For employees with an underlying health condition, as per a government regulation, the government "strongly advises" that you work from home where possible. | Questionnaire to be sent to all prospective new employees. Review completed questionnaire. | JP | 21.05.20 | Complete 21/05/20 |
| | | • There are some clinical conditions which put people at **even higher risk of severe illness from COVID-19,** These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. People falling into this group are those who may be at particular risk due to complex health problems. | | | | |
| | | • Employees must speak to their GP or care team if they have not been contacted and think they should have been. | | | | |
| | | **Use of Face coverings** <br> • The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others | Create a formal document detailing the mandatory use of face coverings (TSP6) | JP | 04/01/21 | Completed 04/01/21 |
| | | | Communicate requirement for mandatory use of face coverings when away from workstation | JP | 07/01/21 | Completed 07/01/21 |

| | | | Add requirement to visitor questionnaire for visitor/contractor to bring a suitable face covering to be worn when on site | SB | 04/01/21 | Completed 04/01/21 |
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| | | | Add signage to factory main entrances confirming face coverings must be worn | SB | 04/01/21 | Completed 04/01/21 |
| | | | Update TSP6 to reflect changes to the requirements for the use of face coverings making the use of face coverings mandatory for all extrusion, final inspection and service hands. Add the requirement for press operators to wear face coverings if accompanied at their press by any other work colleague | JP | 24/02/21 | Completed 24/02/21 |