

Risk assessment – COVID19 Coronavirus – Sitewide view

Company name: Severn Valley Woodworks

Assessment carried out by: MA Barnard

Date of next review: Ongoing update as pandemic continues

Date assessment was carried out: 22nd Dec 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Infected employees attending work.	Other employees contracting the virus through close contact/interaction.	Multiple communications issued – If any symptoms, self-isolate in line with government advice. Limit employees in areas where social distancing is difficult to maintain.	Regular communications to remind employees. Continue to investigate and take action with any employees showing symptoms at work.	SVW management team.	Include in regular communications. Ongoing monitoring.	Ongoing
Becoming infected when travelling to work.	Fellow passengers infected when car sharing or using public transport.	Communications issued. Travel alone wherever possible. Face masks recommended for employees car sharing.	Include in further communications to employees including government advice relating to car sharing and public transport.	SVW management team.	Ongoing in regular communications.	Ongoing
Infection in general.	All employees, visiting drivers, contractors and general visitors.	Communications, signage, provision of hygiene materials and PPE – gloves, masks, face visors. Compulsory mask/face covering maintained since introduced in Oct 2020, when not working in isolation and walking through shop floors/office areas. Automatic hand sanitisers installed. Shed roller doors to remain open to create air flow and maintain an “outside” style environment to reduce infection potential. HSE guidance supplied to First Aiders.	Continue regular communications. Maintain supply of hygiene materials and PPE. Monitor roller door opening during periods of inclement weather taking appropriate action in terms of temporary closing. Encourage all employees to identify shortfalls and to communicate to colleagues.	SVW management team. Management team and individual employees.	Ongoing.	Ongoing ✓

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Infection in general. (cont)		Encourage employees to maintain personal space by asking colleagues to step back and wear face coverings.			Complete. Refresher training courses attended in 2021.	
Becoming infected at work performing normal activities.	All employees. Visitors to site i.e. lorry drivers, delivery drivers, contractors, postal service.	Multiple communications issued to employees - maintain social distancing (signs erected), regular hand washing, hand sanitisers and antibacterial wipes provided, toilet facility adjustments made – 1 in 1 out. Facial recognition clocking machine installed to avoid contact points. One way system introduced to clock in/out. Coffee machine removed. Visible hygiene stations and automatic hand sanitisers installed.	Management/Supervision to monitor and remind employees where not practiced. Maintain supply of consumables for hygiene stations.	Individual employees to adopt disciplines. SVW management team.	Ongoing.	Ongoing
Becoming infected during break/lunch times + pre-post work.	All employees.	Communications issued to include risk controls above and encourage behaviours. Facial recognition clocking machine installed to avoid hand contact. Use of personal vehicles for breaks encouraged. Adjustment to smoking rules made to enable social distancing.	Maintain communications. Develop staggered break system if required.	SVW management team. All employees.	Ongoing.	Ongoing

