

Dessian Products Ltd Risk Assessment

Risk Assessment Number(s): 001

DATE: 18th January 2021

LOCATION: 9 Apollo Road, Belfast BT12 6HP

ACTIVITY: All Work Activities regarding coronavirus

MUST only be undertaken and completed by Operatives who are trained, competent and authorised by management

Likelihood	Severity
5: Very likely	5: Catastrophic
4: Likely	4: Major
3: Fairly Likely	3: Moderate
2: Unlikely	2: Minor
1: very Unlikely	1: Insignificant
RR = Risk Rating (L x S)	

Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Individual with special needs (vulnerable, shielding, etc)	Individual contract the virus and have a high risk of serious illness or death	4	4	16	<p>We will facilitate as much as possible special measures for individuals in special circumstances.</p> <p>Identified individuals that have special circumstances in the office: e.g., GC (working from home once furlough is over).</p> <p>Staff to remain on maternity leave / furlough if pregnant.</p> <p>Office moves where required e.g., Paula and Anne V (individual office and PPE kit) – done</p> <p>Identified individuals that have special circumstances in the factory – done</p>	2	4	8	<p>KM to discuss with manager when issues raised.</p> <p>JL/KM to review.</p> <p>KM to keep affected staff updated.</p> <p>Complete.</p> <p>ST/KM to review all factory staff</p>

Dessian Products Ltd Risk Assessment

Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Social Distancing	Contract the virus through close contact.	4	4	16	<p>Objective is to maintain as much as possible 2m distance among employees</p> <p>Office personnel have been spread across single areas. No one is sitting within 2m of each other – done</p> <p>Floor tape was put into place across the areas of greater movement of personnel: landing area, fitting area, canteen (toaster, fridge, etc.), across the shop floor, etc. Closed urinals as well as toilet taps – done</p> <p>Moving clocks to set 3 separate areas – done</p> <p>Marking 2m area around clock – done</p> <p>Remove “thumb clock” - done</p> <p>Signage across multiple locations informing distancing, including vending machine and appliances in the canteen – done</p> <p>Notices on toilets (4 people max downstairs and 2 upstairs). Closed urinal and taps – done</p> <p>Spacing the seats in the canteen – done</p> <p>Breaks happening at separate times – done</p> <p>Reduce amount of meetings as much as possible. Ensure spacing is available if meeting is happening - done</p>	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively. Ensure measures taken are being effective

Dessian Products Ltd Risk Assessment

Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Cleanliness	Contract the virus through touch	4	4	16	<p>Increased the frequency of cleaning in the common areas. Including additional shift every day (Julie Ann) – done</p> <p>Disinfectant cleaning wipes available across the site. All shared computers, appliances and vending machines have sanitizers and wipes available next to it – done</p> <p>Build 3 new trolley cleaning stations – done</p> <p>Additional hand sanitizer dispensers installed and working well. Installed 5 stations in the canteen – done</p> <p>Availability of waste baskets: already available before lock down</p> <p>Daily fumigation of frames, trolleys and common tools – done</p> <p>Daily cleaning of work stations and tools by individual operating the stations – done</p> <p>Utilisation of self-cleaning antimicrobial stickers on most used handles and trolleys - done</p>	2	4	8	<p>Cleaner advised and products supplied to self clean areas.</p> <p>Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.</p>
Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Visitors and contractors on site.	Visitors contract or spread the virus	3	4	12	<p>Install acrylic protection at the entrance – done</p> <p>There are very few visitors – keep them to a minimum. Ensure visitors stay only in the area being visited (i.e., no rooming) and comply with the rules.</p>	2	4	8	<p>Daily supervision required to monitor all work activities and ensure that control measures are</p>

Dessian Products Ltd Risk Assessment

Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
									being implemented effectively.
Staff member with symptoms of covid-19.	Spread the virus amongst colleagues in our site	2	4	8	<p>Clear plan in place in case someone displays symptoms at work: send home and clean the immediate area where the person was - done.</p> <p>Train all employees on their responsibility to stay at home if symptoms appear (including members of the same household) – done</p> <p>Daily temperature check with “shotgun thermometer” – done</p>	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.
Use of PPE to mitigate risk	Contract the virus	3	4	12	<p>DPL decided to go above and beyond government recommendation regarding PPE (please see “working safely during COVID 19 factories, 11/05/2020 page 23)</p> <p>Communicate clearly to employees that PPE does not replace distancing and hand washing – done.</p> <p>Every employee has access to as many face masks and/or visors as required – done</p> <p>Train employees on the utilisation of PPE (e.g., must have clean hands when putting or removing the masks, etc) – done</p> <p>Use of PPE is mandatory in the common areas (e.g., canteen) – done</p>	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively. We will review effectiveness of PPE on an on-going basis








Dessian Products Ltd Risk Assessment

Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
					The utilisation of PPE is mandatory for the dispatch area and drivers when unloading – done				
Vehicles	Contract the virus whilst driving, loading and unloading our trucks	3	4	12	<p>Ensure vehicles are cleaned when drivers change. Vaporizer is available – done</p> <p>Ensure all drivers have complete PPE kit – done</p> <p>Train drivers on the utilisation of PPE, particularly when loading and unloading – done</p>	2	4	8	Communicate and train the team constantly
Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Working in customer’s home (e.g., Douglass).	Our employees contract or pass the virus to customers	4	4	16	<p>Communicate in advance with the customer to confirm customer’s condition (e.g., “vulnerable”, shielding, isolating, etc) and any arrangements to avoid contact as much as possible (e.g., access to the premises, etc) – done</p> <p>Train the team: 1.No service should be made in houses with extremely vulnerable or symptomatic customers – done</p> <p>2. Avoid face to face contact as much as possible (e.g., access to property) – done</p> <p>3. Take your own drink and food (i.e., do not accept tea and biscuits) – done</p> <p>4. Clean the areas you touched and worked on. Every team has sanitizing material – done</p> <p>Use fixed installation teams, do not rotate – done</p>	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.

Dessian Products Ltd Risk Assessment

Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Other training and communication	Contract the virus	3	4	12	Travel: all travel to be kept to minimum Training: everyone new to the business to go through induction process – done Risk assessment available to all staff– done. Risk assessment to be displayed on company Website – done.	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.

Personal Protective Equipment Required

								
Hand Protection / Safety Gloves	Overalls / Protective Clothing	Boots / Protective Footwear	Safety Glasses	Hearing Protection	Hi-Vis	Head Protection	Face Mask	Face shield
☒	☒	☒	☒	☒	☒	☒	☒	☒

All operative MUST be briefed on the content of this risk assessment and the risk control measures being introduced.

Dessian Products Ltd Risk Assessment

Once briefed and to acknowledge understanding and acceptance of responsibilities for complying with the risk assessments; operatives must sign and date in the space provided below:

Print Name

Sign Name

Date

Health and Safety Standards Expected of All Operatives of Dessian Products Ltd

Foot protection:

Safety footwear is mandatory throughout the production areas

Ear protection:

Ear protection is mandatory throughout the production areas

Eye Protection (Safety Glasses)