

Dessian Products Ltd Risk Assessment

Risk Assessment Number(s): 001

DATE: 1st May 2020

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: 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 Maxine (individual office and PPE kit) – done</p> <p>Identified individuals that have special circumstances in the factory – to be completed</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>

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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. – 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, etc. – work in progress</p> <p>Notices on toilets (4 people max downstairs and 2 upstairs) – done</p> <p>Spacing the seats in the canteen – done</p> <p>Communicate need to spread out, particularly around lunch time – work in progress</p> <p>Introduce the concept of pairing in Dispatch – work in progress</p> <p>Reduce amount of meetings as much as possible, ensure spacing is available if</p>	2	4	8	<p>Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively. Ensure measures taken are being effective</p>

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					meeting is happening - work in progress We will bring the night shift back as soon as possible – work in progress				
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	Increased the frequency of cleaning in the common areas – done Disinfectant cleaning wipes available across the site – done Additional hand sanitizer dispensers installed and working well – done Availability of waste baskets: already available before lock down Review of “common tools” and availability of cleaning material for such tools (e.g., forklift) – work in progress	2	4	8	Cleaner advised and products supplied to self clean areas. Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.
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	Install acrylic protection at the entrance – done There are very few visitors – let’s keep them to a minimum. Ensure visitors stay only in the area being visited (i.e., no rooming) and comply with the rules.	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.
Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
Staff member with	Spread the virus amongst colleagues in our	2	4	8	Clear plan in place in case someone displays	2	4	8	Daily

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symptoms of covid-19.	site				<p>symptoms at work: send home and clean the immediate area where the person was.</p> <p>Train all employees on their responsibility to stay at home if symptoms appear (including members of the same household) – work in progress</p> <p>Implement ad hoc temperature checking with “shotgun thermometer” – work in progress</p>				supervision required to monitor all work activities and ensure that control measures are being implemented effectively.
Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
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 – work in progress.</p> <p>Every employee is being issued with a pair of googles and/or visor as well as face masks – done</p> <p>Employees will receive 2 face masks per week for the moment, policy is being reviewed – work in progress</p> <p>Train employees on the utilisation of PPE (e.g., must have clean hands when putting or removing the masks, etc) – work in progress</p> <p>Whilst the use of masks and visors / googles is not mandatory, we strongly recommend its usage in the common areas (e.g., canteen)</p> <p>The utilisation of PPE is mandatory for the</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








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Risk area	Hazard & Potentially Hazardous Event	L	S	RR	Risk Controls:	L	S	RR	Action Required
					dispatch area, drivers when unloading and certain benches in the fitting area				
Vehicles	Contract the virus whilst driving, loading and unloading our trucks	3	4	12	<p>Ensure vehicles are cleaned when drivers change – to be completed</p> <p>Ensure all drivers have complete PPE kit – to be completed</p> <p>Train drivers on the utilisation of PPE, particularly when loading and unloading – to be completed</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 (i.e., Windowmate).	Our employees contract or pass the virus to customers	4	4	16	<p>Communicate in advance with the customer to confirm customer condition (e.g., "vulnerable", shielding, isolating, etc) and any arrangements to avoid contact as much as possible (e.g., access to the premises, etc) – work in progress</p> <p>Train the team:</p> <ol style="list-style-type: none"> 1.No service should be made in houses with extremely vulnerable or symptomatic customers 2. Avoid face to face contact as much as possible (e.g., access to property) 3. Take your own drink and food (i.e., do not accept tea and biscuits) 4. Clean the areas you touched and worked on <p>Use fixed installation teams, do not rotate – work in progress</p>	2	4	8	Daily supervision required to monitor all work activities and ensure that control measures are being implemented effectively.

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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 returning to work to go through induction process – work in progress Communication with staff and customers – tbc. Risk assessment to be provided to all staff in – to be completed. Risk assessment to be displayed on company website.	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
☒	☒	☒	☒	☒	☒	☒	☒	☒

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