



Risk Assessment Covid - 19

Company name: Engineered Foam Products Assessment carried out by: P Smith

Date of next review: 06/07/2020

Date assessment was carried out: 06/06/2020

Please Note: This risk assessment is a Companywide top level Covid-19 assessment. Our locations across the UK have each completed individual local specific risk assessments which can be made available on request.

Locations governed by this Risk Assessment:

Head Office: Cornhill Close, Lodge Farm Industrial Estate, Northampton NN5 7UB

Northampton Plant: Cornhill Close, Lodge Farm Industrial Estate, Northampton NN5 7UB

Torpoint Plant: Gallows Park, Torpoint, Cornwall PL11 3AX

Spennymoor Plant: Merrington Lane Industrial Estate, Spennymoor, County Durham, DL16 7XL

Livingston Plant: Firth Road, Houstoun Industrial Estate, Livingston EH54 5DJ

This risk assessment recognises the virus as a hazard. All Engineered Foam Products Staff have been made aware that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing and that the virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment has concluded that if the virus is passed from one person to another, there is a clear risk of serious illness. It has been regarded as a high hazard.



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
General Requirements Covering Offices / Reception areas (Including Site Visitors)						
Contact with infected person travelling to / from work	Staff, contractors & members of the public	Avoiding public transport. Parking available on site adequately spaced, Staff advised of no car sharing unless they are from same household.	Continue to monitor how people are travelling to work	Appointed Covid Officer.	On-going. Whenever employees return to site following homeworking / holidays etc.	Yes
Infected person entering offices and reception areas: Potential to spread the virus	Staff, contractors and visitors across all sites.	2-meter rule throughout office and reception areas.	Continue to monitor and raise any concerns	Everyone	Daily basis	Yes



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		2-meter distance floor markings plus signage Hand wash and sanitiser stations strategically placed for hand hygiene including at entrance. Signage displayed. Temperature checks taken on arrival. Staff across all sites have received a personal thermometer and				



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		<p>have been shown how to use them correctly. One way system applies during signing / clocking in/out , Individuals must use their own pen to sign in. Increased cleaning procedures. Cleaning in progress signs used. Non-essential visitors not allowed on site. Encouraging</p>				



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		<p>visits via remote connection or remote working for visitors where this is an option. Limiting the number of visitors at any one time. Any essential work to be carried out by approved contractors will be managed through Covid-19 questionnaires and Covid-19 RAMS. Signage displayed around</p>				



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		staff entrances showing what Covid-19 symptoms to look for. Maintaining a record of all visitors.				
Close contact with colleagues or visitors	Staff	Providing clear guidance on social distancing and hygiene. Ensure hosts take responsibilities relating to COVID-19	Continual reviews	Everyone	Now	Yes



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<p>Touching potentially contaminated surfaces and equipment</p>	<p>Staff & contractors</p>	<p>Disinfecting takes place before any object is used. Canteen tables and chairs cleaned before use. All kitchen equipment removed from use including vending machines.</p>	<p>Continue to monitor and raise any concerns.</p>	<p>Everyone</p>	<p>Daily basis</p>	<p>Yes</p>
<p>Infection caused by close interaction within 2-meters on (ie meetings, walkways, canteen, toilets, smoking area.</p>	<p>Staff & contractors</p>	<p>Meetings completed by Skype where possible. Strict distancing measures</p>	<p>Maintain current levels of communication</p>	<p>Everyone</p>	<p>Daily basis</p>	<p>Yes</p>



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		observed on walkways / corridors, additional PPE available including; mask / visor, safety glasses, gloves. where 2-meter rule is not possible. Everyone encouraged to remind their colleagues and visitors to respect their space and maintain social				



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		<p>distancing. Strict distancing procedures in place in Canteen, break times staggered. Use of toilets is restricted. Smoking zones are located outside.</p>				
<p>Transmit virus through contact of contaminated PPE</p>	<p>Staff & contractors</p>	<p>PPE is disposed of in approve bins which are situated close to exits. Bins emptied by contract cleaner and disposed of in</p>	<p>None</p>			<p>Yes</p>



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		Plant general waste skip.				
Contact with personnel administering / receiving first aid	First aiders, injured person.	First aid procedures amended to include additional PPE to include (as a minimum) Face mask, visor, apron, gloves. Used gloves, apron and mask must be disposed of in Covid - 19 waste bins. Visor can be disinfected and reused. When	Continue to monitor and raise any concerns.	Everyone	Daily basis	Yes



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		<p>completing accident report form this must always be completed using each person's individual pens and at a distance of 2m to be achieved .</p>				
<p>Contact with drivers / delivery paperwork</p>	<p>Staff</p>	<p>Document holders provided. Clear instructions displayed on doors advising delivery drivers of</p>	<p>Continue to monitor and raise any concerns.</p>	<p>Everyone</p>	<p>Daily basis</p>	<p>Yes</p>



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		procedures to follow.				
Manufacturing Sites: Including Warehouses						
Operators working within 2m distance of each other	Operators – Could spread Covid-19	Machines spaced apart, working not facing each other. PPE provided and available where 2m distancing not feasible.	Operators to be reminded of importance of social distancing. Posters / signage throughout all locations.	Everyone	Daily basis	Yes
Spread of Covid19 between shifts/personnel.	Any personnel on site	At end of shift all personnel will	Continue to enforce one-way	Covid19 officers		Yes

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		leave promptly using the one-way system in place. Shifts staggered to help prevent contamination between personnel	system and prevent mixing between shift personnel.			
People passing too close on walkways (within 2m)	All staff and visitors to site – spread of Covid19	2m lines on all walkways, staff being reminded by Covid19 officers.	Operators to be reminded of importance of social distancing. Additional posters placed on site.	H & S Co-ordinator, Covid19 Officers.		Yes
Personnel coming into work with symptoms	Anyone on site who comes within 2m, touches any	All staff temperature checking on arrival	All office staff to check each	All office staff	On-going	Yes



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	potentially contaminated surfaces.	to site – team leaders recording, training to ensure staff know to report illness.	other's temperature .			
Contractors and visitors bringing Covid19 to site. Potential to infect personnel.	Anyone on site – touching same surfaces.	Limiting who can come onto site – essential works only. All contractors to fill in Covid19 form on or before arrival. Separate toilet facilities (portaloo). To be provided.	Continue to tell contractors and visitors site rules, provide cleaning equipment and sanitisers to decontaminate and reduce risk of spread. Screen erected to allow Covid19 team to temperature	H & S co-ordinator, any staff carrying out inductions/permits to work.	On-going	Yes



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			check any contractors coming on site.			
Poor Hygiene: Risk of Covid19 contamination.	Anyone who comes on site. Touching contaminated surfaces.	Hand sanitiser and cleaning products available in multiple locations on all sites including entrances. Additional hand washing stations installed to provide more hand washing facilities. Instructional posters placed to	Hand sanitiser hands-free stations to be installed by entrances.	Covid officers	06/07/2020	



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		<p>promote good practice cleaning of hands by all staff.</p>				
<p>Office staff spreading Covid19 to each other - working within 2m distances</p>	<p>Any office-based staff</p>	<p>All office staff workspaces placed at a distance from colleagues – separate offices where possible or more than 2m distance between work stations. All meetings to take place via skype. Office workers</p>				<p>Yes</p>



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		working from home where possible.				
Operators / Packers biting tape, risk of Covid19 contamination.	Any operators, or personnel handling tape.	All operators issued with tape cutters	Managers and Covid19 team to re-iterate to all workers, tape cutters to be used.	Managers, Covid19 officers		Yes
Virus being present on shared surfaces/handles/equipment	Any personnel on site	Cleaning equipment and sanitisers supplied and available site-wide. Own equipment given to all personnel where reasonably	Continue to ensure sanitisers and cleaning products kept in stock and available to all people and locations on site.	Managers, Covid19 officers	On-going	Yes



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		practicable. Fridge's, snack machines etc out of use to avoid contamination.				
Contamination from Covid19 contaminated waste	Any personnel handling waste.	Provided clearly marked Covid19 bins.	Upon emptying, potentially contaminated waste to be stored for 72 hours prior to disposal. Cleaners briefed and aware.	Cleaners		Yes
Visitors arriving at Site reception and passing Covid19 to staff or surfaces.	Any personnel on site.	Any un-essential visitors/contractors	Ongoing – all staff aware of only essential	All personnel		Yes

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		asked to leave site.	contractors and visitors being allowed on site.			
Taxi / transport to and from work – risk of infection from other commuters.	Anyone commuting to work in a non-private vehicle.	Those using public transport advised to social distance and wear face masks and PPE / hand sanitiser. Wash hands with soap and water on arrival.	Ongoing – all staff to remain vigilant especially when using public transport.	All personnel		
Contamination of canteen/toilets/smoking areas/locker rooms and during breaks	Any personnel on site	All canteen and shared spaces cleaned regularly, with personnel instructed to clean before and after	Ongoing – all staff to be reminded of importance of cleanliness and social distancing.	All Personnel		



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		<p>use. Social distancing with signage in all locations including smoking area. Canteen seating configured to allow adequate social distancing. Break times staggered.</p>				
General						
<p>Spreading the virus while traveling: Maintaining social distancing wherever possible between</p>	<p>Personnel whose job generally requires them to visit customers and offices.</p>	<p>Currently travel is not permitted. Where travel is determined to be unavoidable it</p>	<p>If travel has been permitted and approved: Do not use public transport. Wash</p>		<p>On-going</p>	



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<p>individuals when in vehicles.</p>		<p>must be approved by Senior Management</p>	<p>your hands or sanitise before your journey and when you arrive. Plan your route, including any breaks before you set off. Check your vehicle prior to leaving. If possible, avoid stopping en-route. If you do need to stop limit the time you spend in any petrol stations or service stations –</p>			



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			avoid if you can - Wash hands before and after using any facilities if they are required - Be aware of the surfaces you touch. Take with you face coverings and hand sanitiser.			
Staff with pre-existing medical conditions which render them more vulnerable to the dangers of	Those who are Classified as being at greater risk from Covid-19 include people in the	Managers, human resources have identified and are aware of staff who fall into	Continue to monitor.	HR	On-going	



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<p>coronavirus infection</p>	<p>vulnerable (moderate risk) and extremely vulnerable (high risk) categories.</p>	<p>vulnerable and extremely vulnerable categories allowing them to ensure that they are given adequate protection and support to enable them to comply with government health recommendations. All applicable staff are advised to follow government</p>				

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		medical advice and stay at home.				
Crisis management and business continuity hazards caused by the pandemic emergency.	The crisis threatens business continuity and ability to deliver essential services to our customers.	Managers should refer to business continuity policies and procedures			On-going	
Communication						
Threat to effective communications	The pandemic threatens communications with clients/customers/suppliers – such communications are vital in the reestablishment	Senior management to review all outward communications to ensure the correct and most up to		Senior Management	On-going / daily	



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	of business activities as we continue to move through lockdown phases	date message is being conveyed				
Cyber-security risks	There has been surge in 'coronavirus-themed' malicious apps, websites, phishing emails and messages that seek to steal confidential or sensitive information.	I.T. Department constantly reminding users of these threats. Warnings circulated to staff and managers of any credible cyber threats.	Continue to be vigilant.	Everyone	On-going	