

# Trackwork-Moll

OUR SAFETY ALWAYS COMES FIRST

## RISK ASSESSMENT

Process:	Protection of the workforce/visitors/contractors from Covid-19								
Location:	Trackwork-Moll. Doncaster								
Work Area:	Factory, Offices and Stockyard								
Assessed By:	A.Moxon			Signature(s):					
Assessment Date:	Jul-20		Date of last review:		May-20		Date of next review:		Oct-20
What is the hazard / hazardous event?	Who could be harmed and how?	What are the existing control measures?	Existing risk rating			What additional control measures need to be implemented?	New risk rating		
			L	S	RR		L	S	RR
Spread of the Coronavirus Covid 19.	Staff, Visitors, Contractors, Delivery Drivers and anyone else who comes in to contact with us in relation to the business- Health problems arising from catching Covid 19	Hand washing facilities in place with soap and warm water. Disposable Paper towels available to dry hands after washing. Hand Sanitiser stations situated around the factory inc all entry and exit points, Stockyard Cabin and in the Offices. Hand sanitiser to be used when enetering TWM and when leaving.	3	5	15	Regular Toolbox talks to inform all staff member to clean hands regularly. Information around factory to remind staff members to clean hands frequently, not to touch their faces and always sneeze in to a tissue. Gloves to be worn on the shop floor and in the Stockyard and workshop at all times. Appropariate PPE for the use of staff, contractors and visitors. Temperature checks on all staff prior to starting work. All visitors to site to complete a visitor quesitonnaire as part of induction process - details are kept in line with GDPR for track and trace purposes. continuous checks of the government local and nation advice is reviewed regualry.	2	5	10

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		Frequently disinfecting all objects and surfaces that are touched regularly inc machinery office desks and handles.	3	5	15	Additional cleaning provision in place throughout the premises. Housekeeper to clean buttons on machinery frequently. Management to check this is happening daily.	2	5	10
		Social Distancing to be implemented and adhered too (Min 2 metres). Breaks to be split to a maximum of 6 people. Spit Barriers installed on machines where 2 metre Distancing is not possible.	3	5	15	Staff reminded about this daily by their line Managers. Regular Toolbox Talks. Managers to check this is happening on a daily basis. Number of Production teams reduced from 3 to 2 to limit the number of people at work. 2 metre distance markers to be put on walkways.	2	5	10
		Anyone with symptoms of Covid 19 must stay at home and follow the Government stay at home guidance. Government guideline followed for anyone shielding.	3	5	15	HR Will keep regular contact with person. Regular Toolbox talk to inform staff not to come to work if they have a continuous cough or temperature. Information up around the workplace to reiterate this. HR have regular contact with employees who are shielding to inform them of any changes.	2	5	10

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		Adequate welfare facilities and PPE in place for drivers, contractors, visitors	3	5	15	All drivers and contractors to be inducted before coming on site. Informed that they must adhere to social distancing when on site and that hand sanitiser Stations are available and must be used when entering and leaving the factory.	2	5	10
		All staff are requested not to use public transport wherever possible when communicating to work	3	5	15	If public transport needs to be used we can provide the appropriate PPE	2	5	10
		If any employees become pregnant appropriate provisions will be taken in line with government advice and their safety	3	5	15	Social distancing to be maintained at all times within the social bubble	2	5	10
		any employees who are required to medically shield will follow the government guidelines	3	5	15	HR to keep regular contact and company to support throughout process and on their return	2	5	10

**S- Severity** = 1- Inconvenience, 2- First aid treatment required, 3- Medical assistance required, Lost Time Injury up to 7 days, 4- Lost Time Injury over 7 days or long-term effects, 5- Life Changing Event / Fatality

**RR - Risk Rate = L x S**

RR 1-9 LOW RISK continue with work, monitor control measures to ensure sufficient and suitable,

RR 10-15 MEDIUM RISK review control measures, implement further control measures where possible and progress with caution where it is not reasonably practicable to reduce risk

RR 16-25 HIGH RISK Further control measures **MUST** be implemented to reduce risk before proceeding with task.