



CITY BUILDING Coronavirus (COVID-19) RISK ASSESSMENT

City Building Site/s location	RSBI & Window factory		
Work activity	Manufacturing operations		
Assessment carried out by	Health & Safety Group & CB Factory Management	Date	29/05/20
		Review Date	On-going

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Infection and spread of Covid-19 during factory working operation	Factory staff & Operatives	<p>Covid-19 Policy, procedures and arrangements developed and applied for working within the current Government and Public Health guidelines</p> <p>Covid-19 informational and directional signage/posters inclusive of social distancing guidelines displayed</p> <p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p> <p>Factory operatives advised to clean their hands frequently, using an alcohol based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p>	<p>Recommencement of factory operations with initially a reduced number of operatives working</p> <p>Segregation/barriers and one-way pedestrian systems to be put in place where practical</p> <p>Factory Management to carry out "Road testing" of new systems prior to operatives returning to the workplace</p> <p>Factory Management to share with CB Clients and Visitors by email and/or phone the arrangements in place and how they are expected to co-operate</p> <p>Where visitors have no option but to visit the factory in person, this is done by prior arrangement and receipt of the CB Covid-19 Site/Premise Rules</p>	Factory Management		Medium

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
<p>Infection and spread of Covid-19 during factory working operation (cont'd)</p>		<p>Factory staff/operatives advised to avoid touching their eyes, nose or mouth, if their hands are not clean Office areas including workstations have been re-designed/re-configured to allow for 2m physical distancing requirements</p> <p>Existing and regular cleaning regime in place for factory areas / facilities</p> <p>Factory staff/operatives are advised to stay at home and isolate if showing symptoms of Covid-19</p> <p>Factory staff/operatives advised that if diagnosed with Covid-19 by NHS/GP they must notify their Manager in line with CB's absence policy</p> <p>Vulnerable Persons Staff/operatives to ensure Factory Management are made aware of any existing underlying health condition</p>	<p>All factory operatives briefed to ensure that they are aware of the hazards/risks and understand the factory rules and procedures that CB have put in place</p> <p>Instruction to be given on no gatherings or close face to face contact</p> <p>Increase/enhanced cleaning regime to be put in place inclusive of all touch areas especially in and around common areas such as toilets, restrooms, offices, meeting rooms</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, office equipment, handrails, light switches, machinery (isolated), work equipment touch parts</p> <p>Factory Management to arrange for increased daily inspections (am/pm) throughout factory welfare/ common areas to check for cleanliness/adequate stock of soap, sanitiser and wipes</p>	<p>Factory Management</p>		<p>Medium</p>

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Infection and spread of Covid-19 during factory working operation (cont'd)		<p>Staff/operatives within this group may be at increased risk and as such, CB will support self-isolation measures.</p> <p>Shielding employees The HR Team are in contact and providing guidance for those colleagues who identify as having to shield</p>	Factory Management to contact HR and H&S Group for advice on staff/operatives reporting an underlying condition	Factory Management		Medium
Onset of Covid-19 symptoms	Factory staff & Operatives Contractors, Visitors	<p>Covid-19 signage displayed giving information on potential symptoms</p> <p>Contact numbers for all factory staff/operatives held with HR (Factory)</p>	<p>Factory Management to identify and allocate an isolation room where anyone developing onset of Covid-19 symptoms can await collection by their contact</p> <p>Factory Management to ask visitors upon arrival if they wish to provide a contact persons number</p>	Factory Management		Medium
Factory access points	Factory staff & Operatives Contractors, Visitors	<p>All non-essential visitors stopped from entering the factory site/area</p> <p>Covid-19 signage and posters displayed at all access/egress points</p> <p>Factory access points monitored to ensure social distancing measures are being adhered to</p>	<p>Where practical, Factory Management to introduce staggered start and finish times to reduce congestion at access/egress points</p> <p>Site access points to be regularly monitored to ensure social distancing measures are being adhered to</p>	Factory Management		Medium

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Factory access points (cont'd)		<p>All factory staff/operatives to wash/clean their hands upon entering or leaving the site</p> <p>Allowance made for 2m spacing between staff, operatives and visitors waiting to enter the factory</p> <p>On entry to site, delivery drivers remain in their vehicles until further instruction and must wear hand protection before unloading goods and materials</p>				
Preventing Covid-19 infection being passed on due to multiple persons using the same machinery, tools, plant and work equipment	Factory staff & Operatives	<p>As a rule, there should be no sharing of plant, tools or equipment. If this is not possible for some tasks then this must be strictly controlled and plant, tools and work equipment subject to an enhanced cleaning regime using an approved disinfectant after each use</p> <p>All factory staff/operatives advised to maintain a 2m physical separation from other factory personnel</p>	<p>Factory Management to ensure all operatives receive instruction on the sharing of plant, tools/equipment not being permitted</p> <p>Factory staff/operatives advised that physical contact with others such as handshakes are not permitted</p>	Factory Management		Medium

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
<p>Preventing Covid-19 infection being passed on due to multiple persons using the same machinery, tools, plant and work equipment (cont'd)</p>		<p>Factory staff/operatives advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>Factory staff/operatives advised not to touch their eyes, nose or mouth, if their hands are not clean</p>				
<p>Inadequate personal hygiene standards posing a risk of contracting Covid-19</p>	<p>Factory staff & Operatives Contractors, Visitors</p>	<p>Factory staff/operatives advised not to touch their eyes, nose or mouth, if their hands are not clean</p> <p>Factory staff/operatives advised to clean their hands frequently, using a hand sanitizer containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>Factory staff/operatives and visitors advised that a disposable tissue be used when coughing/sneezing and the tissue safely disposed of</p>	<p>Factory Management to re-assess and ensure the provision of suitable containers/bags for safe disposal of potentially contaminated materials</p> <p>Good hygiene and hand cleaning signage/posters displayed throughout office areas</p>	<p>Factory Management</p>		<p>Medium</p>

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
<p>Inadequate personal hygiene standards posing a risk of contracting Covid-19 (cont'd)</p>		<p>Factory operatives instructed that any potentially contaminated clothing or RPE/PPE should be taken off and placed in a suitable plastic bag or designated container for safe disposal/removal from the workplace area</p> <p>Waste bins provided with regular removal and disposal of waste materials</p>				
<p>Toilets Risk of cross contamination in Toilets/Showers Changing facilities</p>	<p>Factory staff & Operatives Contractors, Visitors</p>	<p>Existing and regular cleaning regime in place for factory areas/facilities</p> <p>There is a reduced use of toilets/changing/shower/drying facilities due to a reduction in staff/operative numbers present within the office/factory facilities</p> <p>Suitable and sufficient waste bins in these areas with regular removal and disposal of waste materials</p> <p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p>	<p>An increased/thorough cleaning regime to be put in place inclusive of common touch areas and especially in and around toilets, changing rooms and shower areas.</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches</p> <p>Factory Management to arrange for increased daily inspections (am/pm) throughout factory toilets/ common areas checking the cleanliness and adequate stock of soap, sanitiser and wipes</p>	<p>Factory Management</p>		<p>Medium</p>

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Toilets Risk of cross contamination in Toilets/Showers Changing facilities (cont'd)		Factory staff/operatives advised to clean their hands frequently, using an alcohol-based hand sanitizer that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds				
Welfare Risk of cross contamination in Welfare areas (Inclusive of food and drinks)	Factory staff & Operative	<p>Social distancing signage/posters, guidelines displayed throughout welfare areas</p> <p>Existing and regular cleaning regime in place for welfare areas</p> <p>Factory staff/operatives are encouraged to prepare food and drink at home and bring it with them avoiding the need to visit takeaway outlets and potential exposure to infection</p> <p>Factory staff/operatives are encouraged to stay on site once they have entered and not use local shops etc.</p> <p>Factory staff/operatives requested to use re-fillable drinking bottles</p>	<p>Welfare facilities to be re-assessed prior to recommencement to ensure compliance with CB procedures such as physical distancing</p> <p>Factory Management to introduce staggered break times to reduce congestion in welfare areas. If necessary increase the number/size of welfare facilities</p> <p>Increased/thorough cleaning regime to be put in place inclusive of common touch areas</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, chairs, light switches, etc.</p>	Factory Management		

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Welfare Risk of cross contamination in Welfare areas (Inclusive of food and drinks) (cont'd)		<p>Hand-cleaning facilities/ hand sanitisers are available at the entrance of welfare areas for use</p> <p>Factory staff/operatives to sit at least 2m apart from each other and avoid any physical contact</p> <p>Crockery, eating utensils, cups, etc. are not to be shared</p>	<p>Where items are provided in relation to current Welfare legislative requirements such as fridges, microwaves and kettles then the use of these items must be strictly managed with a high standard of hygiene and cleaning arrangements implemented.</p> <p>Factory Management to appoint a person to be responsible for control of the use, cleaning and maintenance of these items</p> <p>Factory Management to ensure there is regular daily (am/pm) inspections of welfare areas put in place for checking the standards of cleanliness</p>	Factory Management		Medium
Offices and meetings	Factory staff Operatives, Contractors & Visitors	<p>Social distancing signage/ posters, guidelines displayed throughout factory offices/meeting rooms</p> <p>No desk/chair sharing permitted</p> <p>One way directional systems in place and communicated to relevant staff</p> <p>Reduced numbers of staff to be in offices</p>	<p>Where contractors/visitors have no option but to visit the factory premises in person, this is done by prior arrangement and in prior receipt of the CB Covid-19 Site/Premise Rules</p> <p>Factory Management to share with contractors/clients/visitors by either email or phone the arrangements that CB have in place and how they are expected to co-operate</p>	Factory Management		Medium

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Offices and meetings (cont'd)		<p>Virtual meetings carried out where possible</p> <p>Only "absolutely necessary" meetings should take place with a reduced number of attendees present and practicing social distancing</p> <p>Factory Management to hold any essential briefing/induction sessions outdoors in a safe designated area when possible. If not possible e.g. due to poor weather then reduced numbers of attendees and physical distancing must be applied when indoors</p>				
Commuting to the factory workplace	Factory staff & Operatives	<p>Travel is required where factory staff/operatives cannot work from home</p> <p>As a last resort public transport to be used and CB employees to practice social distancing where possible</p>	<p>Factory Management to advise staff/operatives that commuting to the factory by public transport should be avoided where possible.</p> <p>Staff/operatives if using public transport advised that wearing face coverings is mandatory</p> <p>Where possible staff and operatives should travel to the factory using own transport, cycle or walk if within a reasonable walking distance of site.</p>	Factory Management		Medium

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Health and Well-being	Factory staff & Operatives	<p>CB Directorate / Management have throughout the Covid-19 outbreak been regularly highlighting and promoting health and wellbeing inclusive of resources/support materials available from the CB Intranet</p> <p>Factory Management advised to be in regular contact and monitoring the wellbeing of CB colleagues</p>	Factory Management to ensure they are communicating with staff/operatives and monitor the health and wellbeing of the factory workforce	Factory Management		Medium
Safety Behaviours	Factory staff & Operatives	<p>Provision of CB H&S Toolbox talks</p> <p>H&S Inductions/Briefings</p> <p>H&S communications such as Safety Bulletins/Flashes being issued on Covid-19 related issues</p>	Factory Management to promote an open and collaborative approach encouraging factory staff and operatives to highlight any non-compliance in relation to Covid-19 site arrangements/procedures	Factory Management		Medium