



R D CASTINGS COVID-19 Risk Assessment

R D CASTINGS COVID-19 Risk Assessment

Complete

Score	66.67%	Failed items	1	Actions	0
Site	MIDDLE BAY UNIT 10/12 R D Castings Ltd, UK, Suffolk				
Conducted on	6th Apr, 2020 12:00 AM BST				
Prepared by	Anthony Pateman				
Location	R D Castings Ltd				

Failed Items

1 failed

Audit / Distancing Measures

Are all staff at least 2mtr apart at their workstation?

No

Linishers could be less than 2 mtrs but work side by side not face to face and only on certain occasions not all of the time



Photo 1



Photo 2



Photo 3

Audit

1 failed, 66.67%

Existing Controls

100%

Existing Controls In-Place Regarding Covid-19 Infection

Yes

Define Existing Controls

- 1) Restriction on staff visiting other sites/customers
- 2) Restrictions on visitors to site where essential visits are required masks/social distancing and hand sanitizing procedures in place
- 3) Social distancing in all areas
- 4) Hand sanitizer stations
- 5) Extra Cleaning of common surfaces ie stairs hand rails/doors/phones etc
- 6) Social distancing in production toilets and canteen areas
- 7) Signage on good practice/social distancing/tell tale signs/ throughout company
- 8) Where possible staff asked to work from home
- 9) High risk groups risk assessed
- 10) All staff temperatures taken on entry to site
- 11) QR code

Distancing Measures

1 failed, 50%

Are all staff at least 2mtr apart at their workstation?

No

Linishers could be less than 2 mtrs but work side by side not face to face and only on certain occasions not all of the time



Photo 1



Photo 2



Photo 3

Does this activity needs to continue for the business to continue to operate?

Yes

Staff must work side by side or facing away from each other not face to face if possible, otherwise, operators must be supplied with appropriate PPE including face shields and masks. Consider the use of screens between workstations. Monitor high-traffic areas and reduce staff movement and volume where possible, including restrooms, communal areas.

Define Controls Required

Whilst staff are at the work stations they are all 2 mtr apart but when they leave their work stations there is a risk this could be infringed. When staff leave their work stations they must wear a face shield at all times.

Are Numbers of Staff During Breaks or In Enclosed Areas Monitored To Reduce Exposure?

NB: Social distancing and reduced numbers of personnel MUST be maintained to reduce risk of virus spread. Consider introduction of staggered break times and seating in domestic areas to maintain suitable distancing along with erection of screens where necessary to ensure segregation.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

Production canteen seating

Risk rating

Low

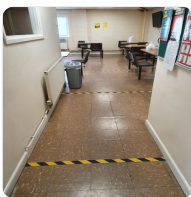


Photo 4

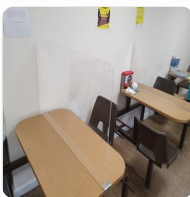


Photo 5

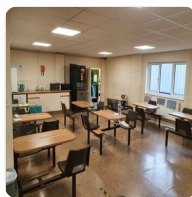


Photo 6

Enter control measures (Mitigation)

Production canteens have social distancing floor marker laid down to confirm 2 mtr distancing. All apposing chairs have been removed that face each other and tables are spaced a minimum 1-2 mtr apart. Tables all have sneeze screens fitted.

Risk Mitigation 2

Identify the type of exposure

Too many staff in canteen areas at one time

Risk rating

Low

Enter control measures (Mitigation)

RDC have staggered break times ensuring that canteen areas are not overpopulated at any one time

Risk Mitigation 3

Identify the type of exposure

Production toilets

Risk rating

Low



Photo 7

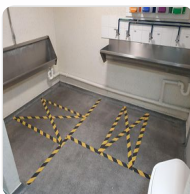


Photo 8



Photo 9

Enter control measures (Mitigation)

Production toilets have social distancing floor marking and are limited to two persons at a time with covid entry systems.

Risk Mitigation 4

Identify the type of exposure

Locker room

Risk rating

Medium

Enter control measures (Mitigation)

Locker room is limited to two persons at a time with clear posters confirming this .



Photo 10

Risk Mitigation 5

Identify the type of exposure

Smoking Shelter

Risk rating

Medium



Photo 11

Enter control measures (Mitigation)

Smoking shelter is external to building with very good fresh air supply, good signage confirming social distancing of 2 Mtr to be maintained at all times.

Risk of Employees Spreading Virus By Living or Travelling Together

NB: Identify Staff living together or travelling to work together. Staff should be assigned to the same shift teams to limit social interaction.

Increase the frequency of cleaning procedures, pausing production in the day to allow for all workstations to be disinfected.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

Car sharing

Risk rating

Medium

Enter control measures (Mitigation)

All staff have been asked that if they car share that they should take the following precautions. share the transport with the same people each time, keep to groups of up to the legal limit of 6. Open windows for ventilation and distance as far as is practicable, clean car between journeys including door handles and other areas that people may touch, make sure the driver and passengers wear a face covering.

All staff have been advised to keep themselves informed with the latest NHS advise on covid 19 when outside of work, where any of the above is not possible inform RDC ASAP.

Risk Mitigation 2

Identify the type of exposure

Staff that live together

Risk rating

Low

Enter control measures (Mitigation)

Where staff live or travel together to and from work they are advised to stay in their own bubbles, and not migrate where possible with other members of staff. These staff all work on the same shift patterns, and where possible all take breaks together.

Risk of Employees Contracting Virus Whilst at Work

NB: Possible hazards may be connected to poor hygiene, infection from outside the workplace or existing symptoms. Staff should be assigned to the same shift teams to limit social interaction.

Increase the frequency of cleaning procedures, pausing production in the day to allow for all workstations to be disinfected.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

Deliveries to RDC parcels/pallets etc.

Risk rating

Low



Photo 12

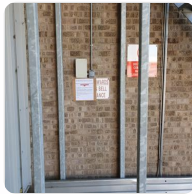


Photo 13

Enter control measures (Mitigation)

All parcels delivered to RCD are held in quarantine for 48 hours before being decanted from transit packaging, and despatched to appropriate personnel. The packaging is then disposed of safely with the use of disposable gloves.

Risk Mitigation 2

Identify the type of exposure

Social distancing

Risk rating

Low



Photo 14



Photo 15



Photo 16

Enter control measures (Mitigation)

Where possible all operators have a 2mtr segregation from any other workers, where this is not possible face shields will be issued and the contact time reduced to minimum periods possible, less than 15 mins. Staff will be sited not facing each other so either side by side or back to back.

Risk Mitigation 3

Identify the type of exposure

Social distancing in toilets

Risk rating

Low

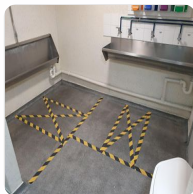


Photo 17



Photo 18

Enter control measures (Mitigation)

Production toilets have social distancing floor marking and are limited to two persons at a time.

Risk Mitigation 4

Identify the type of exposure

Social distancing in production canteens

Risk rating

Low

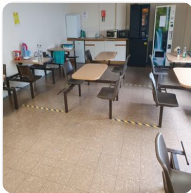


Photo 19

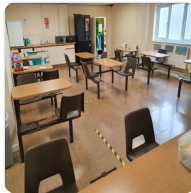


Photo 20

Enter control measures (Mitigation)

Production canteens have social distancing floor marker laid down to confirm 2 mtr distancing. All chairs have been removed that face each other, and tables are spaced a minimum 1-2 mtr apart. Tables will have sneeze screens fitted as soon as they arrive they are currently on back order.

Risk Mitigation 5

Identify the type of exposure

Spreading virus via production products etc

Risk rating

Low

Enter control measures (Mitigation)

Gloves are worn throughout RDC these include leather rigger gloves/neoprene gloves/cut resistant gloves and throw away latex gloves. There are no restriction on glove usage and these are disposed on in the appropriate way as required. RDC also have hand sanitizer stations at all entry points to the building and randomly around the factory floor.

Risk Mitigation 6

Identify the type of exposure

Airborne contamination

Risk rating

Low

Enter control measures (Mitigation)

Social distancing is enforced throughout site ensuring a 2 mtr distancing where this is not possible face shields/masks are worn.

Risk Mitigation 7

Identify the type of exposure

Staff training where close contact is unavoidable.

Risk rating

Medium

Enter control measures (Mitigation)

Where staff training is required all staff will wear face masks or face shields, training time will be kept to absolute minimum, under 15 minutes maximum. Gloves will also be worn during this time if required.

Risk Mitigation 8

Identify the type of exposure

Vulnerable high risk staff members

Risk rating

Medium

Enter control measures (Mitigation)

Where staff have informed RDC of being at high risk, including health reasons or family health reasons etc, these will be looked at on an individual basis including allowing staff to work from home if possible, or taking extra precautions whilst they are onsite. All staff have received a letter asking them to confirm if they are considered high risk see "Covid 19 Plan" dated 14/03/20

Risk of Virus Spread Within Workplace by Persons Visiting

NB: Possible hazards may be connected to poor hygiene, infection from outside the workplace or existing symptoms.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

External visitors

Risk rating

Low

Enter control measures (Mitigation)

All visits to RDC are refused currently unless it is deemed an absolute necessity. Where visitors do come to site, they will be held in reception until they have completed RDC "visitors questionnaire" if they answer "Yes" to any of the questions the visit will be refused immediately. They will also be asked on entry to hand sanitize and wear a mask at all times, they are also asked to use RDC registered NHS covid 19 QR Scanner. Visitors will then be collected by a member of RDC staff, who will confirm they have hand sanitized and ensure they are wearing a mask throughout complete visit.

Risk Mitigation 2

Identify the type of exposure

Transmission of infection through body contact articles ie laptops/pens/books etc

Risk rating

Low

Enter control measures (Mitigation)

All visitors are asked to not transfer/share any articles ie laptops/pens/brochures etc whilst on-site, if they do need to leave these items for any reason they will be quarantined for 48 hours before release.

Risk Mitigation 3

Identify the type of exposure

Visitors leaving items on-site

Risk rating

Low

Enter control measures (Mitigation)

All visitors are asked to take all of the items away with them when leaving and leave nothing on-site including PPE etc.

Risk of Employees Travelling to Other Areas on Business or Leisure

NB: Possible hazards may be connected to poor hygiene or quarantine restrictions in area visited, infection from areas outside the workplace or existing symptoms.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

Staff visiting other sites

Risk rating

Low

Enter control measures (Mitigation)

All staff at RDC are restricted from off site visits currently, where it is essential then a further risk assessment will be carried out. At minimum this will include hand sanitizing before entering/leaving other sites and face masks worn at all times. No transmission or any articles ie laptops pens etc to take place.

Risk Mitigation 2

Identify the type of exposure

Staff travelling to high risk Covid 19 areas

Risk rating

Medium

Enter control measures (Mitigation)

All staff are informed to talk to RDC before travelling to any high risk covid 19 areas. If this travel is essential then staff will have to self-isolate in accordance with the NHS guidelines at time of travel/return.

Are Suitable workplace Cleaning Stations Available?

NB: Possible hazards may be connected to poor hygiene or cleanliness of work and domestic areas, infection from areas within the workplace or existing symptoms.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

Hand contact

Risk rating

Low

Enter control measures (Mitigation)

In all areas of RDC gloves are worn by staff including leather rigger gloves, cut resistant gloves or disposable gloves. Staff do not share gloves and when required are issued with new gloves, and the old gloves disposed of in a safe manner. We also have several hand sanitizer stations through out the company

Risk Mitigation 2

Identify the type of exposure

Staff work stations

Risk rating

Low

Enter control measures (Mitigation)

All office staff are asked to ensure they disinfect their work stations at the end of each shift this includes work tables/keyboards/phones etc

Are All Staff Following Regular Personal Hygiene Measures?

NB: Possible hazards may be connected to poor hygiene or cleanliness during or between work and within domestic areas, infection from areas within the workplace or existing symptoms.

Click Add Risk Mitigation(+) after you have observed and identified type of exposure and mitigation

Risk Mitigation

Risk Mitigation 1

Identify the type of exposure

Personal hygiene and general factory hygiene

Risk rating

Low

Enter control measures (Mitigation)

RDC has a full time cleaner who has been informed to constantly go around cleaning all common touch points and work surfaces, ie door handles/banister rails etc. These are cleaned with the use of antibacterial sprays. Also all floors are constantly being cleaned to ensure good hygiene. All staff also wear gloves through production so there is no hand contact with production items.

Risk Mitigation 2**Identify the type of exposure**

Office staff hygiene

Risk rating

Low

Enter control measures (Mitigation)

All office staff have their own terminals none are shared terminals, in the unlikely event of shared terminals staff are asked to disinfect the keyboard/mouse and any other ancillaries after use.

References

Refer to HSE document: 'HSE Covid 19 risk-assessment'. CDC Recommendations derived from <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

High Risk Management

Risk Level	Management if Asymptomatic	Management if Symptomatic ¹
High risk	- Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities. - No public activities. - Daily active monitoring, if possible based on local priorities - Controlled travel	- Immediate isolation with consideration of public health orders - Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's PUI definition - If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended infection control precautions in place. - Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.

Medium Risk Management

Medium risk	Close contacts in this category: - Recommendation to remain at home or in a comparable setting - Practice social distancing - Active monitoring as determined by local priorities - Recommendation to postpone long-distance travel on commercial conveyances	- Self-isolation - Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's PUI definition - If medical evaluation is needed, it should ideally occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended infection control precautions in place. - Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.
	Travelers from mainland China (outside Hubei Province) or Iran - Recommendation to remain at home or in a comparable setting - Practice social distancing - Self-monitoring with public health supervision as determined by local priorities - Recommendation to postpone additional long-distance travel on commercial conveyances after they reach their final destination	
	Travelers from other country with widespread transmission - Recommendation to remain at home or in a comparable setting, - Practice social distancing - Self-monitoring - Recommendation to postpone additional long-distance travel on commercial conveyances after they reach their final destination	
	Travelers from country with sustained community transmission - Practice social distancing - Self-observation	

Low Risk and No Identifiable Risk Management

Low risk	- No restriction on movement - Self-observation	- Self-isolation, social distancing - Person should seek health advice to determine if medical evaluation is needed. - If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC's PUI definition. - Travel on commercial conveyances should be postponed until no longer symptomatic.
No identifiable risk	None	- Self-isolation, social distancing - Person should seek health advice to determine if medical evaluation is needed. - If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC's PUI definition. - Travel on commercial conveyances should be postponed until no longer symptomatic.

EMS = emergency medical services; HCF = healthcare facility; PUI = Person Under Investigation for COVID-19

¹For the purpose of this document: subjective or measured fever, cough, or difficulty breathing.

Completion

Comments

Risk assessment completed and issues to all staff via our Quest company portal, a hard copy of the assessment is also available on the staff notice board and in reception area, it is also posted on our company website.

Signature

Anthony Pateman

Appendix



Photo 1



Photo 2



Photo 3

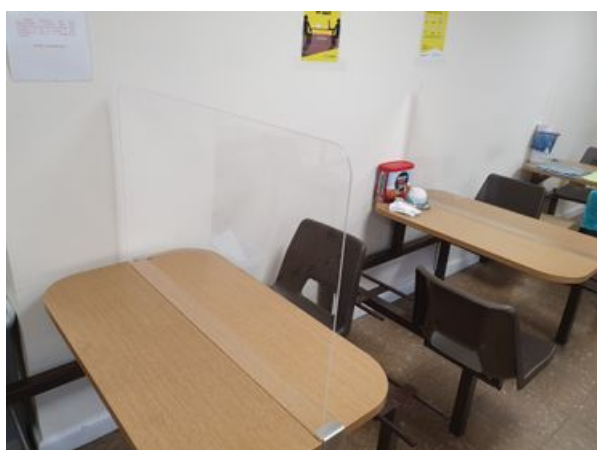


Photo 5



Photo 4



Photo 7



Photo 6



Photo 9



Photo 8



Photo 11



Photo 13

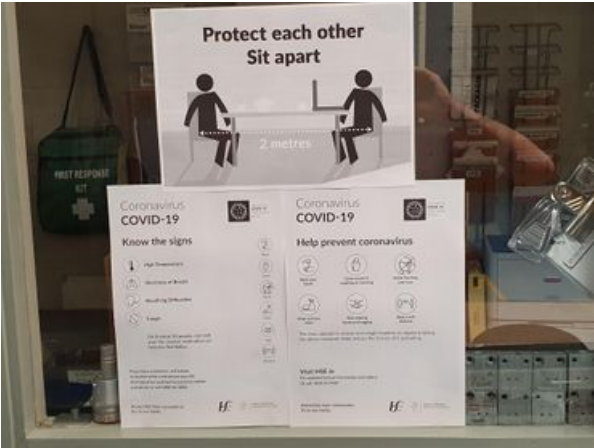


Photo 15



Photo 17

Photo 10



Photo 12



Photo 14



Photo 19



Photo 16



Photo 18



Photo 20