

Murfitts Industries Ltd – Lakenheath

Risk Assessment

Assessment No.	29	Working safely during Covid 19	
Brief description of task	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This assessment covers all Murfitts workers (factory and office), subcontractors and visitors.</p>		
Hazards & Risks	Controls in place		Additional Controls
<p>Getting or spreading Covid-19 Coronavirus</p>	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place. Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly (workshop technicians). Gel sanitisers in any area where washing facilities not readily available.</p> <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, control panels, machinery, tools, canteen</p>		<p>Employees to be reminded on a regular basis (by posters displays and supervisors and managers) to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>

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	<p>and office areas using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen, changing room, smoking area and the weighbridge office.</p> <p>Planning the same shift (ongoing) for the workers who travel to work together.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>
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	<p><u>PPE</u></p> <p>Where Risk Assessment identifies wearing of gloves and dusk masks as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves and masks carefully to reduce contamination and how to dispose of them safely.</p> <p>Current Government guidance advise people to wear masks or face coverings where social distancing can't be applied. This is not the case for our workplaces. Social distancing can always be adhered to.</p> <p><u>Drivers</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work. Collections and deliveries schedule allow drivers to do round trips within 4.5 hours driving. Most of the drivers breaks happen at Murfitts site. Each driver uses the same lorry every day, so there is no sharing of vehicles.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>
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Poor office ventilation leading to getting or spreading coronavirus	Additional ventilation to increase air flow in the office, by keeping windows and doors open. Air conditioning to be used on 'drawing in fresh air' set up only.	Regular maintenance of air conditioning units managed by specialised engineers.
Mental health and wellbeing affected through isolation and/or anxiety about coronavirus	Regular Microsoft Teams and call meetings with employees working from home. Weekly meetings to discuss any work issues and updates on any changes. All employees are encouraged to take regular breaks and book time off.	
Musculoskeletal disorders as a result of using inappropriate DSE at home	Provide all employees working from home with desks, office chairs and screens, appropriate to each individual. All employees are encouraged to take regular breaks and stretching exercises.	
Prepared by:	M Jackson	
Approved by:	G Tibbs	
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