

Covid -19 Main Site Risk Assessment Over view sheet

original issue 10/06/2020

Three shift Production

Risk 1 to 3 listed with 1 being the higher risk

Report details for inspection in the Operations Managers Office.

Hazard/Area	Who's at risk	rating	Risk assessment carried out	Required changes implemented	Pictures complete	Review after four weeks	Review 01/09/2020	Review 17/11/2020	
Access and Egress	All staff	1	yes	yes	Yes	Yes	15/06/2020	03/09/2020	19/11/2020
Production office	All staff	1	Yes	reviewd 27/07 see notes			27/07/2020	01/09/2020	18/11/2020
Smoking Shelter	All Smokers	1	Yes	Yes	yes	Yes	15/06/2020	01/09/2020	19/11/2020
Canteen	All staff	1	Yes	Yes	yes	Yes	15/06/2020	01/09/2020	18/11/2020
Sales Office	All staff	1	Yes	Yes			16/06/2020	01/09/2020	18/11/2020
Admin Office	All staff	1	Yes	Yes		Yes	24/07/2020	01/09/2020	17/11/2020
Assembly area mez	Prod Staff	2	Yes	Yes		Yes	n/a	01/09/2020	17/11/2020
Large bed CNC	Prod staff	2	Yes	Yes		Yes	29/06/2020	01/09/2020	09/12/2020
VMC's	Prod Staff	1	yes	yes	yes	yes	15/06/2020	01/09/2020	09/12/2020
Carpark	All Staff	3	Yes	yes	yes	yes	18/06/2020	01/09/2020	18/11/2020
Roy's office	All Staff	1	Yes	Yes	yes	yes	16/06/2020	01/09/2020	19/11/2020
Shopfloor QA Office	All staff	1	Yes	Yes	yes	yes	12/06/2020	01/09/2020	09/12/2020
Large power presses	Prod Staff	1	Yes	yes	yes	yes	15/06/2020	01/09/2020	17/11/2020
Extrusion saws	Prod Staff	1	Yes	Yes	yes	yes	15/06/2020	01/09/2020	17/11/2020
Nvelope presses	Prod Staff	1	Yes	yes	yes	yes	15/06/2020	01/09/2020	09/12/2020
Contractors Procedures	All Staff	1	yes	yes	n/a	yes	15/06/2020	01/09/2020	19/11/2020
QA office	All Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	19/11/2020
PT's Office	All Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	18/11/2020
Boardroom	All Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	06/11/2020
Prod meeting room	All Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	18/11/2020
BHP1	Prod Staff	2	Yes	yes	yes	yes	18/06/2020	01/09/2020	17/11/2020
BHP3	Prod Staff	2	yes	yes	yes	yes	19/06/2020	01/09/2020	17/11/2020

Coil Polisher	Prod Staff	2	yes	yes	yes	yes	19/06/2020	01/09/2020	17/11/2020
BHP4	Prod Staff	2	Yes	Yes	Yes	Yes	18/06/2020	03/09/2020	17/11/2020
Dimeco	Prod Staff	2	yes	yes	yes	yes	19/06/2020	01/09/2020	Closed
Stamco	Prod Staff	2	yes	yes	yes	yes	19/06/2020	01/09/2020	17/11/2020
Satinizer	Prod Staff	2	Yes	Yes	yes	yes	18/06/2020	01/09/2020	17/11/2020
Reception	All staff	1	no	yes			01/09/2020	01/09/2020	18/11/2020
Corridor from sales	All staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	18/11/2020
Upstairs male toilets	Office staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	18/11/2020
Upstairs Female toilets	Office staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	18/11/2020
Prod Male toilets	Prod Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	19/11/2020
Prod Female toilets	Prod Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	19/11/2020
Disabled toilet	Office staff	2	yes				n/a	09/09/2020	18/11/2020
TF's office	Office staff	2	yes	yes	yes	yes	23/06/2020	03/09/2020	17/11/2020
Kirsty's office	Office staff	2	yes	yes	yes	yes	29/06/2020	03/09/2020	19/11/2020
Warehouse	All staff	1	yes	yes	yes	yes	19/06/2020	01/09/2020	19/11/2020
Goods in and drivers	All staff	1	yes	yes	yes	yes	19/06/2020	01/09/2020	19/11/2020
Vibro's	Prod Staff	1	yes	yes	yes	yes	18/06/2020	01/09/2020	work required
T/B	Prod Staff	1	Yes	yes	yes	yes	23/06/2020	03/09/2020	19/11/2020
Maria's office.	Maria	1	yes				09/09/2020	03/09/2020	18/11/2020
All Stairways	All staff	1	Yes	yes	yes	yes	18/06/2020	01/09/2020	17/11/2020
Central gangway in Prod	Prod Staff	1	yes	yes	yes	yes	19/06/2020	01/09/2020	18/11/2020
Small Bender	Prod Staff	1	yes	yes	yes	yes	23/06/2020	01/09/2020	17/11/2020
Woodsaw	Prod Staff	1	yes	yes	yes	yes	23/06/2020	01/09/2020	17/11/2020
Large Bender	Prod Staff	1	yes	yes	yes	yes	23/06/2020	01/09/2020	17/11/2020

Hazard/Area	Review 07/01/2021	By who	changes required	Done					
Access and Egress	13/01/2021	GW	no	yes					
Production office	12/01/2021	GW and JB	no	yes					
Smoking Shelter	07/01/2021	GW and SL	no	yes					
Canteen	07/01/2021	GW and SL	no	yes					
Sales Office	12/01/2021	DH	yes	yes					
Admin Office	13/01/2021	DH	yes	yes					
Assembly area mez	07/01/2021	GW and SL	no	yes					
Large bed CNC	12/01/2021	GW and CB	no	yes					
VMC's	12/01/2021	GW and AG	no	yes					
Carpark	14/01/2021	GW	no	yes					
Roy's office	13/01/2021	GW and RB	no	yes					
Shopfloor QA Office	12/01/2021	GW, CB and AG	no	yes					
Large power presses	07/01/2021	GW and SL	no	yes					
Extrusion saws	07/01/2021	GW and SL	yes	yes					
Nvelope presses	12/01/2021	GW and AG	no	yes					
Contractors Procedures	14/01/2021	GW	no	yes					
QA office	14/01/2021	GW	no	yes					
PT's Office	14/01/2021	GW	no	yes					
Boardroom	13/01/2021	GW	no	yes					
Prod meeting room	12/01/2021	GW and JB	no	yes					
BHP1	13/01/2021	GW and PA	no	yes					
BHP3	13/01/2021	GW and PA	no	yes					
Coil Polisher	13/01/2021	GW and PA	no	yes					
BHP4	13/01/2021	GW and PA	no	yes					
Stamco	13/01/2021	GW	no	yes					
Satinizer	13/01/2021	GW and PA	no	yes					
Reception	12/01/2021	DH	no	yes					

Corridor from sales	12/01/2021		DH	no	yes				
Upstairs male toilets	13/01/2021		GW	no	yes				
Upstairs Female toilets	13/01/2021		GW	no	yes				
Prod Male toilets	12/01/2021		GW and JB	no	yes				
Prod Female toilets	12/01/2021		GW and JB	no	yes				
Disabled toilet	13/01/2021		DH	no	yes				
TF's office	12/01/2021		DH	no	yes				
Kirsty's office	12/01/2021		DH	no	yes				
Warehouse	13/01/2021		GW and RB	no	yes				
Goods in and drivers	13/01/2021		GW and RB	no	yes				
Vibro's	12/01/2021		GW and AG	no	yes				
T/B	07/01/2021		GW and SL	no	yes				
Maria's office.	13/01/2021		DH	no	yes				
All Stairways	13/01/2021		GW	no	yes				
Central gangway in Prod	13/01/2021		GW	no	yes				
Small Bender	13/01/2021		GW and PA	no	yes				
Woodsaw	07/01/2021		GW and SL	no	yes				
Large Bender	13/01/2021		GW and PA	no	yes				