

Seaward – The Boat Development Company Ltd. Covid 19 Safe Working RISK ASSESSMENT

Risk assessment specific to safe working practices to prevent Covid (19) infection

L (Likelihood) plus **S** (Severity) = Risk Rating out of 5 (0 – none 10 – Extreme)

Hazards	Who could be harmed and how?	L	S	Risk Rating	Control measures
Transmission by Touch By touching other people, surfaces and shared equipment and machinery.	Staff Visitors	4	3	7	No Visitors allowed access to the factory other than emergencies or unforeseen circumstances. Visitors required to come in to be briefed and follow all guidelines. Staff are required to remain distant. Keep social distancing and not touch other people. Regularly wash hands and surfaces. Use new gloves when using shared machinery or items and clean and disinfect after use. Cleaning staff to clean and disinfect all areas daily and as additionally required.
Transmission by Touch Using vehicles	Staff	2	3	5	Staff using company vehicles must be the only occupier, wear gloves and clean and disinfect surfaces after use.
Airborne Transmission Virus transmission from airborne droplets	Staff Visitors	3	3	6	No Visitors allowed access to the factory other than emergencies or unforeseen circumstances. Visitors required to come in to be briefed and follow all guidelines. Staff must, where possible, remain more than 2 metres apart at all times and work in designated areas where practicable. Where it is necessary for staff members to work together, they must don a mask and new gloves and remain together for less than 15 minutes at a time. Upon cessation of contact hands must be washed or disinfected.

Close Working - Airborne Transmission Virus transmission from airborne droplets	Staff	4	4	8	Additional considerations for close working Increasing the frequency of handwashing and surface cleaning Keeping the activity time involved as short as possible Using screens or barriers to separate people from each other Using back-to-back or side-to-side working (rather than face-to-face) whenever possible Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
Entry and Exit	Staff	2	2	4	Staff should maintain 2 metre distance from others during entry and exit of the premises. On entry the staff member must sanitise hands and declare that they are not suffering from any Covid (19) symptoms to the duty reception.
Breaks and Lunch breaks	Staff	2	3	5	Staff are encouraged to take breaks and lunch breaks either outside in the yard, maintaining social distancing and following entry and exit procedures; or in their own areas of the factory or an area designated for them nearby. After breaks hands must be washed and sanitised prior to returning to work
Kitchens Toilets and Tea Rooms	Staff	3	3	6	When using the toilet facilities or the kitchen, personnel should wash their hands after use then spray with disinfectant spray: the toilet, door handles and taps and surfaces, wiping down with a paper towel. Tea rooms can be used subject to entry and exit 2 metre policy, 2 metre distancing inside the room and cleaning and wiping down chairs and surfaces after use.
Date for review of assessment:	12 th June 2020				