

Activity Risk Assessment Landscape Report



Reference	335	Activity Description	Management of usual activities within the factory to manage C19 risk - poppy making and merchandise creation						
Assessment Date	11/05/2020	Publish To Portal	No						
Assessor Name	Ben Martin	Description	Reopening of factory after Covid 19 lock down and management of C19 risks						
Assessment Team Members		Review Date	No Review Set						
Project Risk Assessment Reference		Overall Potential Risk Level	12						
Org Unit	The Royal British Legion -> Fundraising -> Community Fundraising, Mass Events and Poppy Appeal -> Fundraising Operations and Poppy Appeal -> Poppy Factory/Warehouse and Offices	Overall Residual Risk Level	6						
Location	Aylesford factory	Number Of People Exposed	15						
Risk Assessment Category	Covid 19 Management	People Exposed	Warehouse operatives Managers Cleaners						
Date Record Created	21/05/2020								
Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
Covid 19 - vulnerable people Staff, volunteers may be clinically vulnerable and more susceptible to Covid 19 and/or effects	Staff and volunteers who may be clinically vulnerable Clinically vulnerable people may be at higher risk of catching and/or the effects of Covid 19	Complete health questionnaire before returning to work, Enable BAME and others with pre-existing conditions to identify as clinically vulnerable Support all staff with a specific risk assessment and control measures, including potentially working from home	3 - Unlikely	3 - Harmful	9 - Moderate Risk				

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<p>Covid 19 - delivery and receipt post and packages Outer packaging contaminated with virus Social distancing not possible Visitors entering the building risk of virus spread</p>	<p>Warehouse operatives managers Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Provide drop of points for internal and external post and packages to be left to adhere to social distancing Wear a mask and gloves when interacting with delivery personnel and accepting packages, such as signing for items Wear gloves when handling post and packages Deliveries to be booked in 48 hours in advance</p>			
<p>Covid 19 - hygiene Communal equipment contaminated with virus Contaminated PPE to be disposed of Touch points contaminated Cleanliness of warehouse work areas</p>	<p>Warehouse operatives cleaners managers Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Do not allow waste to build up and dispose of at the end of each day Ensure adequate hand soap, towels and sanitiser provided across the site Increase cleaning of touch points such as door handles Clean site before opening and between shifts</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - welfare facilities In adequate cleaning and sanitising of surfaces Lack of soap and towels to allow hand washing effectively Risk of virus spread by non social distancing in toilets</p>	<p>Warehouse operatives managers cleaners Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Close off toilets except for ground floor disabled toilet identify place for someone to wait if occupied External toilets available for delivery drivers, managed by RBLI with social distancing and cleaning in place</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 first aid Social distancing not possible Inadequate numbers of first aiders available</p>	<p>Anyone on site requiring first aid attention Exposure to Covid 19</p>	<p>Dispose of PPE after use and replenish first aid kit with PPE. Identify first aiders available with staff who are on site Provide gloves, masks and aprons in the first aid kits Reduce high risk activities to limit risk of accidents</p>	3 - Unlikely	3 - Harmful	9 - Moderate Risk				

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<p>Covid 19 - Reopening of the building Dirt, dust and contamination build up Equipment and plant not serviced and inoperable Equipment and plant out of Statutory Inspection Legionella contamination of water systems</p>	<p>warehouse operatives managers cleaners Exposure to legionella bacteria Exposure to dust and other contaminants</p>	<p>Complete a deep clean of the building Descal and disinfect the taps and shower heads Flush all water outlets for at least 2 minutes Inspect the building structure, cables and equipment and make appropriate repairs.</p>	<p>2 - Rare</p>	<p>2 - Slightly Harmful</p>	<p>4 - Low Risk</p>				
<p>Covid 19 Warehouse activities Lack of PPE allows spread of Covid 19</p>	<p>Warehouse operatives managers cleaners Exposure to Covid 19</p>		<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>	<p>Provide PPE - disposable gloves and masks for staff to use Specific bins provided to dispose PPE</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Covid 19 - welfare facilities Metal cutlery provided Social distancing not possible in canteen facilities Touch points not sanitised Waste not segregated or disposed of In adequate cleaning and sanitising of surfaces In adequate personal hygiene</p>	<p>Warehouse operatives Managers Cleaners Exposure to Covid 19</p>		<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>	<p>Increased cleaning and sanitising of areas Provide disposable gloves Provide disposable masks Provide floor markings to ensure social distancing can be adhered to Provide signage about hygiene requirements Remove all furniture so gatherings do not take place restrict numbers who are allowed to access area Remove furniture to enable social distancing Staff grouped and break times spread across the lunch period</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Covid 19 Warehouse activities Unable to socially distance while working</p>	<p>Warehouse operatives Managers Cleaners Exposure to Covid 19</p>		<p>4 - Likely</p>	<p>3 - Harmful</p>	<p>12 - Substantial Risk</p>	<p>Restrict numbers of staff on any shift Rearrange work area to enable social distancing Provide hand sanitising stations and encourage regular hand washing PPE masks and gloves to be offered</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>

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<p>Covid 19 - access to site Social distancing not adhered to</p>	<p>Warehouse operatives Managers Cleaners Exposure to Covid 19</p>	<p>Adjust work patterns so not everyone is starting and finishing at the same time Provide markings on the ground to enforce social distancing as people enter and exit the site Only 1 person to clock in and out at one time</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>	<p>Adjust shift patterns to have 10 mins between each shift to avoid cross over</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Covid 19 Visitors to site Unable to socially distance Visitors infected with or without symptoms</p>	<p>Warehouse operatives Managers Cleaners Exposure to Covid 19</p>	<p>Controlled entry system in place</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>	<p>Rear doors to be kept closed Rear warehouse shutter to be kept closed Access from front door, only operable from the inside Ensure that they socially distance and mark out routes, standing areas Limit visitors to site to business critical only</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>

Assessment Conclusion Measures to be implemented, reviewed regularly and maintained

Signatures