

Activity Risk Assessment Landscape Report



Reference	368	Activity Description	Covid 19 Management and security						
Assessment Date	10/06/2020	Publish To Portal	No						
Assessor Name	Charlie Pelling	Description	Covid 19 management for the operation of the Lady Haig Poppy Factory.						
Assessment Team Members		Review Date	01/09/2020						
Project Risk Assessment Reference		Overall Potential Risk Level	9						
Org Unit	The Royal British Legion -> Poppyscotland and The Lady Haig Poppy Factory -> Lady Haig Poppy Factory	Overall Residual Risk Level	9						
Location	Lady Haig Poppy Factory	Number Of People Exposed	20						
Risk Assessment Category	Covid 19 Management	People Exposed	Warehouse operatives Administration staff Management Delivery drivers Visitors						
Date Record Created	16/06/2020								
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 are clinically vulnerable Clinically vulnerable people may be at an increased risk of catching and /or 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				
Covid 19 first aid Social distancing not possible	Anyone needing first aid treatment Exposure to Covid 19	Provide gloves, masks and aprons in the first aid kits Reduce high risk activities to limit risk of accidents Dispose of PPE after use and replenish first aid kit with PPE.	3 - Unlikely	3 - Harmful	9 - Moderate Risk				

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<p>Covid 19 staff illness Possible contamination of area - staff report symptoms after visit Staff ill while at work - contamination of site</p>	<p>Staff and others on site Exposure to Covid 19</p>	<p>Arrange for a deep clean of the area where staff member was working before reopening of the area Isolate member of staff and arrange for them to return home Isolate the area where the staff member was working Provide support and EAP information to all staff affected Ensure PPE is worn on way home Staff to follow government guidance re isolation, track and trace, testing etc.</p>							
<p>Covid 19 - delivery and receipt post and packages Outer packaging contaminated with virus Social distancing not possible</p>	<p>staff, volunteers Exposure to Covid 19</p>	<p>Complete a sanitising clean of the area at the end of every day Increase hand washing, wash hands after accepting post Isolate items for 3 days to allow any contamination to disappear Provide hand sanitisation stations and ensure that they are refilled Provide markings on the floor to identify where to stand when interacting with staff in postal area or about the post 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 Delivery drivers to remain in vehicle. If require toilets will adhere to social distancing, toilet to be cleaned after use.</p>	<p>3 - Unlikely</p>	<p>2 - Slightly Harmful</p>	<p>6 - Low Risk</p>				
<p>Covid 19 - Reopening of the building Dirt, dust and contamination build up Legionella contamination of water systems</p>	<p>Legionella illness Dust contamination Staff, visitors, volunteers</p>	<p>Maintenance visits have continued Water has been flushed regularly Cleaning has taken place Additional cleaning will take place before full reopening</p>	<p>2 - Rare</p>	<p>2 - Slightly Harmful</p>	<p>4 - Low Risk</p>				

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<p>Covid 19 Visitors to site Unable to socially distance Visitors infected with or without symptoms</p>	<p>Staff, volunteers and visitors Exposure to Covid 19</p>	<p>Limit visitors to site to business critical only Ensure that they socially distance and mark out routes, standing areas Restrict access to site</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>				
<p>Covid 19 - welfare facilities In adequate personal hygiene 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 Social distancing not possible in canteen facilities Touch points not sanitised</p>	<p>Staff and volunteers Exposure to Covid 19</p>	<p>Increase inspections of toilets and replenishment of soap, towels and sanitisers Increased cleaning and sanitising of areas Provide disposable gloves Provide disposable masks Provide signage to remind people to wash their hands more frequently Provide signage to remind people to socially distance Provide floor markings to ensure social distancing can be adhered to Remove furniture to enable social distancing Restrict numbers - toilets - put occupied signage on entrance door restrict numbers who are allowed to access area Breaks staggered to reduce numbers. Items wiped down Assessment from vending company received</p>							
<p>Covid 19 - office work Staff changing desks each day Staff having breaks at the same time Staff cannot social distance using desks Staff leaving at the same time Staff not social distancing when meeting Staff sharing equipment and items like staplers</p>	<p>Staff, managers, volunteers and visitors Exposure to Covid 19</p>	<p>Sales office adapted to ensure social distancing is possible Agree who can visit the office and make appropriate arrangements Close off desks to enable social distancing Identify separate entrance and exits and sign accordingly Limit shared equipment and sanitise before use where shared Provide sanitising wipes Work from home where possible Utilise technology for meetings</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>				

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<p>Covid 19 Warehouse activities Unable to socially distance while working Sharing of equipment and work items - risk of contamination</p>	<p>Staff working in warehouse Exposure to Covid 19</p>	<p>PPE masks and gloves to be offered Provide hand sanitising stations and encourage regular hand washing Rearrange work area to enable social distancing Signage throughout site showing routes and where to stand to maintain social distancing. Restrict access to areas of warehouse and site, use of walkie talkies to assist comms Wedge open non fire doors to reduce touch points Clean desk/area policy with staff removing items and sanitizing desk at the end of shift</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>				
<p>Covid 19 - access to site Social distancing not adhered to Personal hygiene</p>	<p>Staff, volunteers and managers Exposure to Covid 19 and increase risk of contracting it</p>	<p>Adjust work patterns so not everyone is starting and finishing at the same time Provide hand sanitising stations at entrance and exits and replenish as required Provide markings on the ground to enforce social distancing as people enter and exit the site Provide signage to remind people entering site to wash their hands on entering and more frequently Provide signage to remind people to adhere to social distancing while entering and moving around the site Temperature of person taken on entry, sent home if within the risk range. Work vehicles to be sanitised between use Keys of communal vehicles to be sanitised</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>				

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<p>Covid 19 travel Lack of personal hygiene Other people may have Covid 19 Public transport very busy Travel in rush hour - no social distancing possible Unable to travel alone in own vehicle</p>	<p>staff, managers Exposure to Covid 19 and increase risk of contracting it</p>	<p>Arrange flexible start times to allow for avoiding crowds on public transport Avoid travel - utilise technology for video calls and meetings Avoid travel - work from home Encourage staff to use their own transport where possible Follow social distancing guidelines Increase hand washing and use of hand sanitiser Use of masks/face covering when on public transport Discuss car share and risks, encourage face coverings when sharing transport</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>				
<p>Covid 19 - Protecting vulnerable staff and volunteers Staff feeling disadvantaged by a specific vulnerability or disability Mental well being reduced</p>	<p>Staff and volunteers with vulnerability or disability Mental well being as they feel disadvantaged</p>	<p>Speak and liaise with colleagues to provide assurance of safety measures in place Reasonable adjustments in place Effective communication to provide assurance and answer the questions and concerns of staff</p>	<p>3 - Unlikely</p>	<p>2 - Slightly Harmful</p>	<p>6 - Low Risk</p>				
<p>Covid 19 - Protecting vulnerable staff and volunteers Additional risk of catching Covid 19 and affects Risk of serious ill health or death because of the affects of Covid 19</p>	<p>Staff, visitors and volunteers who are defined as vulnerable by Government - those with specific health conditions or over the age of 70 More susceptible to affects of Covid 19</p>	<p>Those who are vulnerable to work from home Not allowed to enter the factory - replenish items outside of factory</p>	<p>2 - Rare</p>	<p>4 - Very Harmful</p>	<p>8 - Moderate Risk</p>	<p>Vulnerable staff will not be required to work at the factory. Welfare and health questionnaires will be completed before any changes of circumstances considered.</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>

Assessment Conclusion

Signatures