

COVID-19 RISK ASSESSMENT

Introduction

COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

As a chemical manufacturer Thomas Swan employees are classed as key workers, therefore in order to work safely the following controls are in place to mitigate the risk of Covid-19 transmission.

Controls

- Stopping all non-essential business travel
- Stopping all non-essential visitors to site
- People who can work from home are working from home
- Non-essential workers furloughed as per government guidelines
- Vulnerable workers self-isolating
- Any workers requiring to shield as per government guidelines advised to do so
- Employees made aware of symptoms - new continuous/persistent cough, high temperature – informed to stay at home or sent home to self-isolate
- Additional hygiene measures introduced – hand washing – catch it, bin it, kill it slogan for coughs & sneezes or use of crook of arm
- Signage erected for hand washing and social distancing
- Purchased of hand sanitiser, additional soap etc.
- Additional cleaning introduced, hand rails, door handles, common surfaces etc.– cleaners hours extended in order to incorporate
- Minimising numbers at internal meetings and use of Microsoft teams etc. software
- Propping open doors and removed gates where practical
- Introducing one-way systems where possible
- Social distancing where possible – if not minimising time and use of PPE
- Control Rooms – restricted numbers
- Fork Lift Trucks – cleaning equipment available for shift change-over
- Kitchen/Canteen areas – restricted access/reduced numbers, staggered breaks
- Organised site wide testing via occupational health (including essential contractors)
- Manufacture of hand sanitiser
- Supply of masks/snoods
- Advice for First Aiders during Covid-19 pandemic
- Keeping in contact with people working from home or self-isolating
- Regular senior management team meetings and subsequent updates/bulletins to employees
- Risk assessment displayed on notice boards, intranet & internet