



Covid-19 Action Plan and Risk Assessment for Envases, Liverpool

Assessment carried out by:

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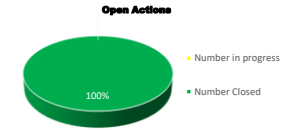
Date of next review: **28-06-21**

Date assessment was carried out:

13.05.2020

Date of review: **31-03-21**

Number in progress: 0
Number Closed: 57
Total: 57



Item	What are the hazards?	Who might be harmed and risk of infection	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Resp.	Status R/Y/G	Completion Date
1	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Limit canteen numbers by asking people to sit away from each other following 2m rule	Take away bolted down seating making one seat only available per table, further revised to two persons per table following government reducing distancing rules to 1m.	M. Robbins	Completed	15.05.2020
2	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Hand soap made available	Hand soap made available via soap dispenser	C. Nash	Completed	15.05.2020
3	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Canteen cleaned following regular routine	Cleaning routine including buttons, handles and communal areas increased cleaning throughout shift, additional cleaner employed to do this	K. Davies	Completed	24.04.2020
4	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Maximum of 8 people allowed in canteen at any one time	Canteen break schedule, staggered breaks introduced	S. Owens	Completed	22.05.2020
5	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Maximum of 8 people allowed in canteen at any one time	All dinner and rest breaks encouraged to take in the building instead of additional journey to taking break outside the factory to discourage further socialising. All employees encouraged to shop for others in the building	S. Owens	Completed	22.05.2020
6	Office Kitchen - Social Distancing and Cleaning	All persons using kitchen facilities, risk of infection	Kitchen cleaned following regular routine	Cleaning routine including buttons, handles and communal areas increased cleaning throughout shift, staff rota implemented	M. Davey	Completed	24.04.2020
7	Locker Facilities lack of social distancing and cleaning	All persons using locker room facilities, risk of infection	Lockers provided to store personnel belongings and clothing	Clothing and any personnel items removed	C. Nash	Completed	22.05.2020
8	Locker Facilities lack of social distancing and cleaning	All persons using locker room facilities, risk of infection	Locker room cleaned following regular routine	Locker room deep cleaned and all persons working using individual lockers identified and lockers handles now cleaned daily	C. Nash	Completed	26.05.2020
9	Smoking facilities	All persons using smoking facilities, risk of infection	Only 2 persons per shelter	Rules to be displayed and larger area made outside the shelter for smoking	L. Stephenson	Completed	22.05.2020
10	Toilet facilities - Factory, Office and Warehouse	All persons using toilet facilities, risk of infection	Persons asked to wash hands	Hand dryers to be taken out of circulation and hand towels and additional bins provided	L. Stephenson	Completed	15.05.2020
11	Toilet facilities - Factory, Office and Warehouse	All persons using toilet facilities, risk of infection	Persons asked to wash hands	Guidelines to washing hands displayed in all toilets	L. Stephenson	Completed	29.05.2020
12	Toilet facilities - Factory, Office and Warehouse	All persons using toilet facilities, risk of infection	Toilets cleaned following regular routine	Toilets including communal areas increased cleaning throughout shift, additional cleaner employed to do this. Staff toilets additionally cleaned by staff using a cleaning matrix	K. Davies/ M. Davey	Completed	24.04.2020
13	Clocking Stations	All persons using clocking in facilities, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Restricted Access via entry from Locker Facilities 2m distancing tape on floor for queuing to clock off at end of shift	L. Stephenson	Completed	15.05.2020
14	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Signage for walkways	L. Stephenson	Completed	29.05.2020
15	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Taping flooring on walkways	L. Stephenson	Completed	29.05.2020
16	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Cleaning routine including wiping barriers introduced, additional cleaner employed to do this	K. Davies	Completed	24.04.2020
17	Factory in general	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	On occasion when 2m social distancing rule is not possible will be provided with protective visors	L. Stephenson	Completed	26.05.2020
18	Factory Integral lines	All persons on shop floor, risk of infection	Lines cleaned on a regular routine	Cleanliness of lines introduced and cleaning of lines at end of shifts, antibacterial wipes available on all lines	S. Owens	Completed	29.05.2020
19	Pool Car	All persons using pool car, risk of infection	Pool car limited use to office staff	Work instruction and equipment added to vehicle, one person allowed in vehicle, fuel must be paid by card, gloves and other rules apply	C. Nash	Completed	29.05.2020
20	Warehouse and Warehouse Office	All persons working or visiting warehouse, risk of infection	Drivers may use rest room one at a time observing 2m social distancing rules and washing hands	Drivers restroom requires soap dispenser and paper towels, handwashing poster displayed	L. Stephenson	Completed	22.05.2020
21	Reception and Visitors	All Visitors to site and personnel organising onsite visits, risk of infection	Visitors discouraged from visiting	Essential visitors only allowed on site, all visitors unless it is an emergency only allowed on site on a Friday when the factory is not working	All	Completed	24.04.2020
22	Meetings and meeting rooms on site	All Visitors to site and personnel organising onsite meetings, risk of infection	Meetings discouraged, only essential meetings to take place	Where possible Skype meetings encouraged	All personnel	Completed	24.04.2020
23	Meetings off site	All employees attending off site meetings, risk of infection	Off site meetings not encouraged	No off site meetings permitted until government restrictions listed	All personnel	Completed	24.04.2020
24	Meetings rooms and meetings	All persons attending meeting room in person, risk of infection	Meetings discouraged, only essential meetings to take place	Cleaning routine including buttons, handles and communal areas increased cleaning throughout shift, staff rota implemented, chairs spread out to keep social distancing	M. Davey/ C. Nash	Completed	24.04.2020
25	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Multiple kettles available for use	Introduction of Urn and further to this Implement hot tap with sensor to prevent touching taps	M. Robbins	Completed	05.06.2020

26	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Withdraw 1 x microwave and toaster to meet 2m social distancing	Remove additional equipment from canteen	L. Stephenson	Completed	29.05.2020
27	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Cleaning spray and towels left in canteen to clean tables by individuals before and after usage	Display signage introduced to stipulate every person using canteen must clean tables after use	L. Stephenson	Completed	29.05.2020
28	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Persons asked to maintain social distancing in the canteen	Revised to 1m	S. Owens	Completed	29.05.2020
29	Locker Facilities lack of social distancing and cleaning	All persons using locker room facilities, risk of infection	All persons asked to minimise time spent and observe 2m social distancing rule	Locker room deep cleaned and all persons working using individual lockers identified and lockers handles now cleaned daily	M. Guttridge	Completed	11.08.2020
30	Locker Facilities lack of social distancing and cleaning	All persons using locker room facilities, risk of infection	All persons asked to minimise time spent and observe 2m social distancing rule	All persons asked to minimise time spent and observe 2m social distancing rule	M. Robins/ S. Owens	Completed	12.06.2020
31	Locker Facilities lack of social distancing and cleaning	All persons using locker room facilities, risk of infection	All persons asked to minimise time spent and observe 2m social distancing rule	Lockers relocated to allow social distancing at 1m	M. Guttridge	Completed	22.07.2020
32	Locker Facilities lack of social distancing and cleaning	All persons using locker room facilities, risk of infection	Showers are not normally used	Cleaned on a regular basis	C. Nash	Completed	29.05.2020
33	Toilet facilities - Factory	All persons using toilet facilities, risk of infection	Persons using toilet facilities restricted to staggered break times	Restrict access to toilets to 4 persons per male toilet and 2 ladies per female toilet. 1m rule	S. Owens	Completed	11.08.2020
34	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	1m rule	S. Owens	Completed	11.08.2020
35	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Persons asked to observe the 2m social distancing rule	M. Robbins	Completed	02.06.2020
36	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Convex Mirror required on corner of canteen walkway	M. Robbins	Completed	12.06.2020
37	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Convex Mirror required on corner of canteen walkway	M. Robbins	Completed	12.06.2020
38	Walkways and one way system for Factory	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Persons asked to observe the 2m social distancing rule	M. Robbins	Completed	24.06.2020
39	Factory in general	All persons on shop floor, risk of infection	When entering factory persons asked to clean hands and face coverings	Washing hands on entry and exiting factory and sanitising hands when entering	S. Owens	Completed	29.05.2020
40	Factory in general	All persons on shop floor, risk of infection	Gloves worn for majority of jobs in the factory and face coverings	Use of gloves compulsory	S. Owens	Completed	29.05.2020
41	Factory in general	All persons on shop floor, risk of infection	Gloves worn for majority of jobs in the factory	Cleaning of internal packaging when passing to next line. gloves worn.	S. Owens	Completed	29.05.2020
42	Factory - 5L Component line	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	1m rule	L. Carpenter	Completed	11.08.2020
43	Drum Production Line	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Drum replenishment station requires rotating manual feed operation to meet 2m social distancing	C. Nash	Completed	29.05.2020
44	Drum Production Line	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Drum Quality Station access restricted to 1m social distancing	S. Owens	Completed	29.05.2020
45	5L Can Line	All persons on shop floor, risk of infection	Persons asked to observe the 2m social distancing rule and wearing face coverings	Packing stations requires one way system in place	L. Carpenter	Completed	12.06.2020
46	Car parking and cycle storage	All persons using carpark and cycle shed, risk of infection	One person entry and exit, spacing of cycles	Carpark is marked out and persons encouraged to spread cars out. Bike shed requires taping	L. Carpenter	Completed	29.05.2020
47	Water Stations factory and offices	All persons using water stations, risk of infection	Water stations are spread around the factory and offices	Water stations pedal replacement to be introduced instead of tap	C. Nash	Completed	05.06.2020
48	Warehouse and Warehouse Office	All persons entering and working warehouse, risk of infection	Warehouse Office is suitable for one person	Warehouse Office one person only	L. Carpenter	Completed	22.05.2020
49	Warehouse and Warehouse Office	All persons entering and working warehouse, risk of infection	Warehouse personnel have been equipped with gloves and face coverings	Visors issued to warehouse personnel	L. Carpenter	Completed	22.05.2020
50	Reception and Visitors	All Visitors to site and personnel organising onsite visits, risk of infection	1m rule in place, desk on way in to sign in that visitor is on site, gloves and hand sanitizer provided. Reception desk has been rearranged away from main staircase	Perspex screen around reception desk	C. Nash	Completed	11.08.2020
51	Reception and Visitors	All Visitors to site and personnel organising onsite visits, risk of infection	Visitors discouraged from visiting	All Visitors need to read the additional induction and sign to say they have been inducted.	M. Robins	Completed	05.06.2020
52	Reception and Visitors	All Visitors to site and personnel organising onsite visits, risk of infection	1m rule in place, desk on way in to sign in that visitor is on site, gloves and hand sanitizer provided, Reception desk has been rearranged away from main staircase. Visitors requested to wear face coverings	Temperature monitoring of visitors	C. Nash	Completed	22.07.2020
53	Canteen - Social Distancing and Cleaning	All persons using canteen facilities, risk of infection	Encouraging persons to take breaks in the fresh air	Installation of picnic tables	C. Nash	Complete	20.08.2020
54	Toilet facilities - Factory, Office and Warehouse	All persons using toilet facilities, risk of infection	Monthly Legionella checks of water facilities	Where facilities not in regular use, additional running of taps and all actions from Legionella Risk Assessment completed.	C. Nash/ M. Robins	Completed	28.08.2020
55	Factory and Building in general	All persons in the building	Persons asked to observe the 2m social distancing rule	Temperature monitoring of all workers and visitors on entry onto premises, masks to be worn by all non-personnel on site	C. Nash	Completed	21/09/2020.
56	Reception and Visitors	All persons in the building	Persons asked to observe the 2m social distancing rule	Temperature monitoring of all workers and visitors on entry onto premises, masks to be worn by all non-personnel on site	C. Nash	Completed	21/09/2020.
57	Reception and Visitors	All Visitors to site and personnel organising onsite visits, risk of infection	Visitors discouraged from visiting	Visitors restricted to visiting on a Friday unless an emergency	C. Nash	Completed	01.06.2020