

# Albion Saddlemakers Limited – Risk Assessment Record

<b>Risk Category:</b>	<b>COVID-19</b>	<b>Risk Assessors:</b>	Dawn Wilkes & Andrew Margrie	<b>Initiation Date:</b>	12/05/20
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<b>Description of Hazard:</b>	Transmission of virus leading to infection.	<b>Who Could be Harmed:</b>	Employees & visitors.
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Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
<b>Managing the Risk</b>					
Taking preventative measures, in order of priority	A COVID-19 risk management steering group has been established comprising of our elected Employee Representative (S.Annakin), Human Resources & HSE Manager (D.Wilkes) and Managing Director (A.Margrie). The steering group meets daily to review new issues, queries or suggestions and then agrees & prioritises appropriate actions.				18-May-20
Sharing the results of your risk assessment	Our risk assessment has been posted on the company website and a copy sent to all employees and Directors.				1-Jun-20
Sharing the results of your risk assessment	COVID-19 Secure compliance notices have been posted in the reception area of Albion House and on all toilet doors. A copy has also been sent to all employees and Directors.				1-Jun-20
<b>Who Should Go to Work</b>					
Ensuring only those employees that cannot work from home are asked to attend the workplace	All office employees have been enabled to work from home.				21-Mar-20

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Planning for the minimum number of people needed on site to operate safely and effectively	Only production employees as required to meet customer demand and one supervising manger are attending the workplace daily. Two employees who normally work from home attend one day per week to ship product to customers.				18-May-20
Monitoring the well-being of employees working from home	Individual daily contact occurs between the line managers and all employees working from home via telephone or video link.				24-Mar-20
Keeping in touch with off-site workers on their working arrangements	Briefing updates have been sent to all furloughed employees after significant government policy reviews or the revision of guidelines. Where appropriate, individual follow-up calls have been made to confirm employee understanding and to provide employees with the opportunity to raise queries or concerns.				15-May-20
Keeping in touch with off-site workers on their welfare, mental and physical health and personal security	Our Employee Representative and Human Resources & HSE Manager have taken the role of Employee Welfare Champions. Their contact details have been provided to all employees.				1-Jun-20
Protecting people who are at higher risk	We have identified employees at higher risk and those employees have been strongly advised to shield at home until the current health guidelines change. We check daily for any amendments to the health guidelines to determine whether any additional employees come into this category.				21-Mar-20

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Taking into account employees who have particular issues	Through individual consultation with all employees we have ensured that we are accounting for any special circumstances. We will continue to review our employees' circumstances as the government guidelines evolve.				15-May-20
People who need to self-isolate	All employees have been advised that if they develop symptoms outside of work they must not to come to the site and should call the NHS helpline on 111 for advice.				15-May-20
People who need to self-isolate	All employees have been advised that if they develop symptoms at work that they must leave the site immediately, make their way home, and then call the NHS helpline on 111 for advice.				15-May-20
People who need to self-isolate	All employees have been advised that if they are contacted by the NHS track and trace service they must leave the site immediately, make their way home and then take advice either by logging in to the NHS track and trace website or speaking to a track and trace call handler.				1-Jun-20
Equality in the workplace	We have consulted with all employees with protected characteristics and made reasonable adjustments accordingly.				15-May-20
<b>Social Distancing</b>					

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General	All employees have been instructed to maintain social distancing at all times and immediately raise to their line supervisor any circumstances under which they believe that this is either difficult or not possible.				15-May-20
Coming to work and leaving work	Start and finish times for on-site employees have been staggered to avoid congestion at entry & exit points.				20-May-20
Coming to work and leaving work	On-site employees have been given designated entry and exit points to avoid congestion and to minimise the distance they need to travel from their workstations.				20-May-20
Coming to work and leaving work	Electronic clocking in and clocking out via a touch screen has been suspended. Attendance will be managed manually by our Team Leaders.				15-May-20
Coming to work and leaving work	All employees have been provided with individual hand sanitizers and instructed to use these on arrival at work.				22-May-20
Moving around the workplace	Employees are required to remain at their workstation except at break times or when they need to use the toilet.				20May-20
Moving around the workplace	Employees have been requested to show patience and take the time required to maintain social distancing in areas where multiple occupancy can occur such as gangways & corridors.				20-May-20

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Moving around the workplace	"Blind spots" such as corners in corridors have been identified and mirrors installed to assist employees in recognising the presence of others in multiple occupancy areas.				29-May-20
Moving around the workplace	Materials are only being moved between work areas by Team Leaders & our Material Handler.				20-May-20
Moving around the workplace	Where possible, machinery or equipment previously used by multiple employees has now been allocated to specific individual employees.				20-May-20
Workplaces & workstations	All production employees have been allocated individual dedicated workstations.				29-May-20
Workplaces & workstations	Where possible, workstations have been relocated or reassigned to facilitate social distancing.				29-May-20
Workplaces & workstations	Where social distancing is not possible between workstations, or between workstations and multiple occupancy areas such as gangways, appropriate screening has been installed to separate employees from each other.				29-May-20
Meetings	All face-to-face meetings are held in the Showroom. The maximum number of attendees for any meeting is 4 people, with chairs in allocated positions which are greater than 2 metres apart.				18-May-20

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Common Areas	The use of all communal facilities for the storage, preparation, consumption and disposal of food and drinks is now prohibited. Employees must provide entirely for their own needs in relation to food and drinks. All on-site food and drinks consumption must be at employees allocated workstation.				15-May-20
Common Areas	All toilets operate on a “one person in” and “one person out” basis. Employees have been instructed not to approach the toilet if the marked waiting zone is occupied. On leaving the toilet, employees must leave the external door open to indicate that the toilet is not occupied.				15-May-20
Accidents, security & other incidents	Fire - In the case of fire evacuation being needed, then the normal fire evacuation process should be followed apart from everyone keeping 2 metres apart from each other both while moving to the fire meeting point and whilst at the meeting point.				15-May-20
Accidents, security & other incidents	First Aid – Specific guidelines have been developed and provided to all on-site First Aiders to ensure that they are following appropriate controls to minimise the risk to themselves, their patient and other employees whilst providing treatment or support.				21-May-20
<b>Customers, Visitors &amp; Contractors</b>					

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
Managing contact	On-site entry by anyone other than employees is being managed on an “essential only” basis. All visits must be pre-approved by the Managing Director on this basis. The Managing Director will also maintain a record of all site visits.				15-May-20
Providing & explaining available guidance	The Managing Director will host all visitors whilst on site and brief them on all applicable controls both prior to arrival and on arrival.				15-May-20
<b>Cleaning the Workplace</b>					
Keeping the workplace clean	We have increased our on-site cleaners working hours to allow for both new cleaning requirements and higher frequency cleaning of existing requirements.				20-May-20
Keeping the workplace clean	Opening and closing of the facility has been allocated to two specific employees. They are responsible for cleaning all surfaces that they touch before and after touching them, such as door handles, roller-shutter door controls, security gates and light switches. All surfaces that they touch are controlled such that no other employees need touch them whilst at work.				20-May-20
Keeping the workplace clean	All on-site employees have been provided with anti-bacterial spray bottles and cloths (1 per day to be disposed of at the end of each shift), to allow them to sanitize any surfaces that they are required to touch which may have been touched by others such as material containers.				20-May-20

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Keeping the workplace clean	All production employees now collect their own waste materials at their workstation in a standard bag and then deposit this bag when full in a designated bin when leaving work.				20-May-20
Keeping the workplace clean	All on-site employees have been provided with anti-bacterial spray bottles and cloths (1 per day to be disposed of at the end of each shift). On-site employees are required to clean all solid surfaces at their workstation with the provided anti-bacterial spray and disposable cloth at the end of each shift.				22-May-20
Changing rooms and showers	There are no changing rooms or showers on site.				15-May-20
Hygiene – hand washing & sanitisation	All on-site employees have been instructed to use the hand sanitizer provided by the company at least once per hour. This is in addition to hand washing with soap and water whenever using the toilet.				15-May-20
Hygiene – toilets	All surfaces within all toilets are cleaned 3 times a day by our on-site cleaner, guaranteeing no more than 4 hours between each cleaning.				20-May-20
Handling goods, merchandise & other materials	All on-site employees have been instructed to use the anti-bacterial spray bottles and cloths provided to allow them to sanitize any surfaces that they are required to touch which may have been touched by others such as material containers.				29-May-20
On-site vehicles	All on-site vehicles are only used by our Material Handler. These are cleaned down by				18-May-20



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	the Material Handler at the end of each shift.				
<b>Personal Protective Equipment and Face Coverings</b>					
Personal protective equipment	Personal protective equipment to reduce the risk of transmission is only being used where no other type of control is appropriate. These are: Cleaning the toilets – face shield & disposable gloves. First aid treatment – face shield & gloves (if necessary, as described in the first aid briefing).				20-May-20
Face coverings	Should any employee wish to use a face covering, the company is supporting them by providing instructions on how to use the face covering safely.				20-May-20
<b>Workforce Management</b>					
Shift patterns & working groups	Our intension is to create sufficient individual workstations such that shift working is not required.				15-May-20
Shift patterns & working groups	Transfer zones for product between workstations and between Departments have been established to minimize direct contact.				22-May-20
Work related travel - cars, accommodation and visits	No work-related travel is permitted.				15-May-20
Work related travel -	No deliveries to other sites are permitted.				

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deliveries to other sites					
Communications & training	All employees have been advised that they have direct access to their Employee Representative, the Human Resources & HSE Manager and the Managing Director at any time to raise any queries concerns or suggestions relating to reducing the risk of transmission. Associated telephone numbers and email addresses have been provided.				15-May-20
Communications & training – returning to work	All employees have received a briefing document and follow-up telephone call on the controls that they must adhere to on returning to work. On-arrival they are re-briefed on these controls and issued with their hand sanitizer, anti-bacterial spray and disposable cloths.				15-May-20
Communications & training – ongoing communications	The Managing Director has daily one-to-one meetings with each Team Leader. Amendments to any control requirements are discussed at these meetings and then cascaded by the Team Leaders to their respective team members. Amendments to any control requirements are forwarded to off-site employees on a weekly basis.				28-May-20
Communications & training – signage	Signage relating to symptoms and appropriate personal hygiene are posted on all notice boards.				21-Mar-20
<b>Inbound &amp; Outbound Goods</b>					

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Inbound goods	All inbound goods are received by the Material Handler. He will liaise with delivery drivers to ensure that social distancing is always maintained. If the Material Handler believes that this is not possible, then the delivery will not be accepted and alternative arrangements will be made by the Managing Director.				18-May-20
Outbound goods	Outbound goods are only collected by UPS at pre-arranged times from a designated external location. No contact is required between any employee and the UPS driver.				22-May-20