

Albion Saddlemakers Limited – Risk Assessment Record

Risk Category:	COVID-19	Risk Assessors:	Dawn Wilkes	Initiation Date:	12/05/20
				Updated on :	29/7/21

Description of Hazard:	Transmission of virus leading to infection.	Who Could be Harmed:	Employees & visitors.
-------------------------------	---	-----------------------------	-----------------------

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
Managing the Risk					
Taking preventative measures, in order of priority	A COVID-19 risk management steering group has been established comprising of our elected Employee Representatives (S.Annakin & N.Haynes), Head of Human Resources & HSE (D.Wilkes). The steering group meets monthly to review new issues, queries or suggestions and then agrees & prioritises appropriate actions. (Monthly dates are subject to change)				24-Mar-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 and is updated regularly to reflect amendments				TBA
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
Who Should Go to Work					

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
Planning for the minimum number of people needed on site to operate safely and effectively	Only production and indirect employees as required to meet customer demand. Office staff will attend site once per month				15-Mar-21
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 welfare, mental and physical health and personal security	Our Employee Representative (S.Annakin) and Head of Human Resources & HSE have taken the role of Employee Welfare Champions. Their contact details have been provided to all employees.				1-Jun-20
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 take a PCR test even if symptoms are mild.				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 take a PCR test				15-May-20

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
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
Social Distancing					
General	The need for 2 metres social distancing has now been removed by the UK Government, however we encourage all employees to still keep distance between themselves and with people that they do not live with based on Government advice. Awareness that Covid will transmit to others if they are together for more than 15 minutes in a closed area/ room without 2 metre distancing. Ventilation is key in these situations.				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. Frequent hand washing and hand sanitising is encouraged and employees have been briefed that they need to wash their hands or sanitise their hands if they cough or sneeze				22-May-20
Workplaces & workstations	All production employees have been allocated individual dedicated workstations.				29-May-20

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
Workplaces & workstations	Appropriate screening has been installed to separate employees from each other.				29-May-20
Workplaces & workstations – shared equipment	Sharing of equipment has been eliminated where possible as we understand that there is still a risk of transmission				15-May-20
Workplaces & workstations	Identified new activities are assessed by the steering group and appropriate controls applied accordingly.				26-Feb-21
Workplaces & workstations	Identified role related training needs are assessed by the steering group and appropriate controls applied accordingly.				26-Feb-21
Workplaces & workstations	Job applicant trials are assessed by the steering group and appropriate controls applied accordingly.				26-Feb-21
Meetings	All face-to-face meetings are held in the designated locations (Showroom, MDs office, open plan office), and social distancing is to be respected				26-Feb-21
Accidents, security & other incidents	Fire - In the case of fire evacuation being needed, then the normal fire evacuation process should be followed.				15-May-20

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
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
Customers, Visitors & Contractors					
Managing contact	All visits must be logged. The Managing Director will notify the Head of HR and HSE who will also maintain a record of all site visits.				15-May-20
Providing & explaining available guidance	The Managing Director will host visitors whilst on site or delegate the host role to a specific individual. Visitors will be briefed by the host on all applicable controls on arrival.				04-Jan-21
Cleaning the Workplace					
Ventilation	In the absence of any fixed ventilation -doors and windows should be kept open – fire doors should be kept shut and not propped open.				29- Jul- 21
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	All on-site employees have been provided with anti-bacterial spray bottles and cloths (1 per				20-May-20

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
	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.				
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. Periodic monitoring by the Team Leader / Manager to ensure compliance.				22-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. Periodic monitoring by the Team Leader / Manager to ensure compliance.				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. Periodic monitoring by the Team Leader / Manager to ensure compliance.				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				29-May-20

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
	that they are required to touch which may have been touched by others such as material containers.				
Shared & equipment.	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.				15-May-20
On-site vehicles	All on-site vehicles are only used by our Material Handler. These are cleaned down by the Material Handler at the end of each shift.				18-May-20
Workstation & common areas after a confirmed on-site case.	After a confirmed on-site case, the steering group plan and execute appropriate deep-cleaning of any affected areas.				11-Aug-2020
Personal Protective Equipment and Face Coverings					
Personal protective equipment	<p>Personal protective equipment to reduce the risk of transmission is only being used where no other type of control is appropriate.</p> <p>These are:</p> <p>Cleaning the toilets – face shield & disposable gloves.</p> <p>First aid treatment – face shield & disposable gloves (if necessary, as described in the first aid briefing).</p> <p>Moving material or equipment that requires more than one employee to comply with lifting safety controls – face shield.</p>				11-Feb-21

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
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.				26-Feb-21
Workforce Management					
Shift patterns & working groups	Our intention is to create sufficient individual workstations such that shift working is not required.				15-May-20
Communications & training	All employees have been advised that they have direct access to their Employee Representatives, the Head of Human Resources & HSE 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 – ongoing communications	The Head of Operations has weekly one to ones with team leaders 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 by their direct line manager. Communications will be sent out to every employee each month				28-May-20
Communications & training – signage	Signage relating to symptoms and appropriate personal hygiene are posted on all notice boards.				21-Mar-20

Control Measures	Current Status	Additional Actions	Action Owner	Required Date	Completion Date
Communication & training – new employees	New employees are briefed on all applicable controls by the Head of Human Resources & HSE at the start of their first day of employment.				08-Mar-21
Communication & training – contractors	Visiting contractors are briefed on all applicable controls by the Head of Human Resources and HSE prior to their arrival on site.				08-Mar-21
Communication & training – job applicants	All job applicants are briefed on applicable controls by the Head of Human Resources & HSE prior to arrival and by an Employee Representative on arrival.				08-Mar-21
Inbound & Outbound Goods					
Inbound goods	All inbound goods are received by the Material Handler.				18-May-20
Outbound goods	Outbound goods are only collected by UPS at pre-arranged times from a designated external location.				22-May-20