

Risk Assessment

Covid- 19 Date: 3rd August 2020. Next review date: 1st September 2020
Kite Packaging Limited



No	HAZARD Description of hazard	EFFECT Effect of hazard to people	WHO Who is at risk	EXISTING CONTROL MEASURES What controls are in place to avoid harm	Risk rating			ADDITIONAL CONTROLS	Responsible person	Target Date	New Risk rating										
					L	C	R				L	C	R								
1	Spread of COVID19 from touch	Respiratory illness with mild, moderate, severe or fatal effects	Team members, Visitors, Cleaners, Contractors, Drivers, those with underlying health conditions, anyone who comes into contact physically with these groups in relation to our business	Awareness posters displayed throughout work areas and entrances	3	4	12	No further change required	Management	N/A	3	4	12								
2				Hand washing facilities in all sites, including hand washing guidance posters	3	4	12	Cutlery and utensils cleaned after each use, not left on kitchen surfaces or in sinks	Management	Daily	2	4	8								
3				Hand-sanitisers in every entrance area and Company vehicle, and given to mobile staff Ensure enough sanitising gel and soap is available Handshakes forbidden																	
4	Spread of COVID19 from exhaled droplets			Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly shared equipment, packing benches, machinery, door handles, and light switches.	3	4	12	Checks carried out by management to ensure cleaning schedules in each work area are adhered to	Management	Daily	2	4	8								
5														Checks carried out by management constantly to remind colleagues of the importance of social distancing. Rota plans in place to ensure staff shifts take into account social distancing. Maximum number of people in any one meeting limited to 6.							
6	Spread of COVID19 from infected persons			Face masks provided to members of staff who use public transport to and from work	4	4	16	Ensure enough face masks are available	Management	Daily	3	4	12								
6		Restriction of visitors to site to essential only (e.g. plumber, electrician, pest control). Conducting of meetings over MS Teams video conferencing rather than face-to-face.	3											4	12	Procedures sent to suppliers for incoming deliveries to ensure they maintain social distance and keep activity time as brief as possible.	N/A	N/A	3	4	12
6		Travel restricted to essential. Delivery drivers and mobile employees given sanitiser, keep social distance wherever possible and keep activity time to as brief as possible.																			
6	Colleagues developing symptoms told to stay at home or sent home to self-isolate for a minimum of seven days and according to current guidance. Check colleagues' temperature on request. Timings agreed and remote contact maintained.	3	4	12	Systematically test all colleagues' temperatures daily. Anyone with a temperature higher than 37.8 degrees Celsius sent home for minimum of 7 days and told to order a test and share the results with Kite. If positive, then they and their family must follow the current Government isolation instructions. If negative, normal Company sickness process should be followed.	Management	Daily	2	4	8											