

Manufacturing (Wilton Site Factory & Offices)

Contents

WG2020-1-C19 – Coronavirus Pandemic

Note: this risk assessment follows the format set out in the UK Government document: Working safely during Covid-19 in factories, plants and warehouses, and includes additional measures following gov.uk guidance created as part of National Lockdowns. Working safely version published on 11.05.2020. Last update version 16.08.2021;

Likelihood (L)		Severity (S)	
1	Almost impossible	1	Low -Causing a minor injury. Cuts or bruising
2	Improbable/ not very likely to happen	2	Medium – Absence from work for less than 3 days/strain and sprain
3	Possible/could happen	3	Major – Absence from work for more than 3 days/ fractures, burns etc
4	Very likely/would not be surprised	4	High – Long term absence from work/slipped disc
5	Inevitable/certain to happen	5	Fatality
Total Score	Risk Category		
1-5 (Low)	Considered tolerable risk, normal day to day activity		
6-10 (Mid)	Risk is to be controlled as far as is reasonably practicable by completion of risk assessment & method statement		
11-20 (High)	Hazard must be avoided or the level of risk reduced significantly by control measures & safe systems of work		
21-25 (V.High)	Advice should be obtained from the Supervisor/.Manager/Safety Services before proceeding with the task.		

Manufacturing (Wilton Site Factory & Offices)

Assessment Number	Last Assessment Date	Location	Assessor	Review Date								
WG2020-1 C-19	15 th July 2021	Wilton Site: Factory & Offices	Vlad Marosin	As government updates occur								
Review Date: Review Type: Routine /Accident/Change of process/Personnel Review Findings: N/A												
If new assessment was carried out state reference number: N/A Signature of Person Carrying out this Review:												
Activity/Item/Area	Hazard	Risk	Persons at Risk	S	L	R	Existing Control Measures	S	L	R	Control Measures required	Actioned by whom
1.1 Managing Risk	Transmission of Covid-19 through people unduly raising their voices to each other.	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees notified that there are risks associated with unduly raising voices. Background noise (including music) has been minimised wherever practical. 	5	2	10		Management and H&S Teams
	Transmission of Covid-19 through not complying with government restrictions associated with travel / movement around the UK	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	During periods when government restrictions include limits on travel / movement, work related visits (where permitted) to areas with Very High Alert Levels or above are subject to restrictions, including limits on the number of days per weeks when such visits can occur, and no overnight stays.	5	2	10		
	Transmission of Covid-19 to others through not being fully vaccinated	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	All employees encouraged to be fully vaccinated at the first opportunity. Only those fully vaccinated (or medically exempt from vaccination) will be employed going forward.	5	2	10	Covid statement added to invitation for interview - HR	Management, HR

Manufacturing (Wilton Site Factory & Offices)

<p>National Lockdown guidance – Going to Work</p>	<p>Transmission of Covid-19 through not complying with government restrictions associated with travel / movement around the UK</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	<p>5</p>	<p>3</p>	<p>15</p>	<p>During periods when UK government National Lockdown guidance is applicable Wallgate employees will avoid meeting for work purposes in a private home or garden. Any meetings required can take place onsite at Crow Lane – site is following UK government Covid-secure guidance</p>	<p>5</p>	<p>2</p>	<p>10</p>		
<p>2.1 Who should go to work – protecting people at higher risk</p>	<p>Transmission of Covid-19 to someone who is clinically extremely vulnerable to Covid-19.</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Anyone who has received a letter telling them they are in this group or have been told by their GP. • Onwards transmission to others. 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> • All employees notified via Covid-19 policy to follow current UK government guidance including to stay at home where medically advised to do so, or where it is deemed by the company that the work done can be carried out at home. • Laptops, phones etc provided where required to enable working from home. • Embed additional Covid-19 vulnerability checks into recruitment process • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 	<p>5</p>	<p>1</p>	<p>5</p>		<p>Management and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

							<ul style="list-style-type: none"> • Checks to ensure we know staff within the “clinically extremely vulnerable” group. • Anyone in this group advised to stay at home and self-isolate during pandemic peaks or when tiered restrictions include requirement to shield / self-isolate will do so. They may only return to work when government advice is that they can, given that the workplace is Covid-secure. • Where clinically extremely vulnerable individuals cannot work from home, when restrictions permit, they will be offered the safest available on-site roles enabling them to stay 2m away from others (or 1m with risk mitigation i.e. face covering/mask or a combination of face covering/mask and eye protection, cohorting etc). • All employees encouraged to take up the offer of full vaccination at the earliest opportunity. • All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available 				
	Transmission of Covid-19 to a clinically vulnerable individual	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone who has a health condition listed in the government guidance as 	5	3	15	<ul style="list-style-type: none"> • Where clinically vulnerable individuals cannot work from home during periods when UK government advice is to do so, they will be offered the safest available on-site roles enabling them to stay 2m away from others (or 1m with risk mitigation i.e. face covering/mask or a combination 	5	2	10	Management and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

			<p>clinically vulnerable.</p> <ul style="list-style-type: none"> • Onwards transmission to others. 				<p>of face covering/mask and eye protection, cohorting etc.).</p> <ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and effective measures to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hygiene procedures and facilities in place across the site. • Social distancing measures suspended 16.08.21 - will be reintroduced in line with UK government guidance when needed. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Checks done to ensure we know staff within the “clinically vulnerable” or at higher risk groups (updated to include BAME & older males). • Embed additional Covid-19 vulnerability checks into recruitment process. • All employees notified via Covid-19 policy to follow current UK government guidance relating to working from home where it is deemed by the company that the work done can be carried out at home. 		
--	--	--	---	--	--	--	--	--	--

Manufacturing (Wilton Site Factory & Offices)

							<ul style="list-style-type: none"> • Laptops, phones etc provided where required to enable working from home. • Risk assessments done based on work areas onsite for those deemed not to be able to work from home. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. • Review hygiene facilities and procedures carried out in all areas to ensure ongoing effectiveness. Actions to be taken where inadequacies are identified – see section 5. • Review of social distancing measures being done, with every planned increase of staff onsite these are reviewed and enhanced as necessary see section 3. • All employees encouraged to take up the offer of full vaccination at the earliest opportunity. • All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available 				
	Transmission of Covid-19 to a clinically vulnerable individual who falls within a group having	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone clinically vulnerable having a protected characteristic. 	5	3	15	<ul style="list-style-type: none"> • All employees notified via Covid-19 policy to follow current UK government guidance relating to working from home where it is deemed by the company that the work done can be carried out at home. 	5	2	10	Management and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

	<p>protected characteristics (i.e. expectant mothers)</p>		<ul style="list-style-type: none"> • Onwards transmission to others 			<ul style="list-style-type: none"> • Embed additional Covid-19 vulnerability checks into recruitment process. • Laptops, phones etc provided where required to enable working from home. • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hygiene procedures and facilities in place across the site. • Social distancing measures suspended 16.08.21 - will be reintroduced in line with UK government guidance when needed. • Where clinically vulnerable individuals having a protected characteristic cannot work from home they will be offered the safest available on-site roles enabling them to stay 2m away from others (or 1m with risk mitigation i.e. face covering/mask). • Where suitable roles cannot be found for clinically vulnerable individuals with protected characteristics during periods when UK government advice is for them to 					
--	--	--	--	--	--	--	--	--	--	--	--

Manufacturing (Wilton Site Factory & Offices)

						<p>work from home, they are entitled to be suspended on full pay</p> <ul style="list-style-type: none"> • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Checks done to ensure we know staff within the “clinically vulnerable” having a protected characteristic group • Risk assessments done based on work areas onsite for those deemed not to be able to work from home. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. If a safer role isn’t found employee will be suspended on full pay • Review hygiene facilities and procedures carried out in all areas to ensure ongoing effectiveness. Actions to be taken where inadequacies are identified – see section 5. • Review of social distancing measures being done, with every planned increase of staff onsite these are reviewed and enhanced as necessary see section 3. • All employees encouraged to take up the offer of full vaccination at the earliest opportunity. • All employees encouraged to take up the offer of free twice weekly 			
--	--	--	--	--	--	--	--	--	--

Manufacturing (Wilton Site Factory & Offices)

	Transmission of Covid-19 to people who live with clinically extremely vulnerable individuals	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone who lives with someone who has received a letter telling them they are in this group or have been told by their GP. • Onwards transmission of virus to clinically extremely vulnerable person • Onwards transmission to others 	5	3	15	lateral flow testing where / when this is available <ul style="list-style-type: none"> • Where employees living with clinically extremely vulnerable individuals cannot work from home during periods when UK government advice is to do so. they will be offered the safest available roles enabling them to stay 2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing cannot be achieved have been implemented. • Embed additional Covid-19 vulnerability checks into recruitment process • Laptops, phones etc provided where required to enable working from home where possible. • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hygiene procedures and facilities in place across the site. • Social distancing measures suspended 16.08.21 - will be reintroduced in line with UK government guidance when needed. 	5	2	10										Management and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

						<ul style="list-style-type: none"> • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Checks done to ensure we know staff within the “living with a clinically extremely vulnerable person” group. • Risk assessments done based on work areas onsite for those deemed not to be able to work from home. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. • Review hygiene facilities and procedures carried out in all areas to ensure ongoing effectiveness. Actions to be taken where inadequacies are identified – see section 5. • Review of social distancing measures being done, with every planned increase of staff onsite these are reviewed and enhanced as necessary see section 3. • All employees encouraged to take up the offer of a vaccination at the earliest opportunity. • All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available 						
2.2 Who should go to work – people	Risk of transmission of Covid-19 as a	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone who has contact with 	5	3	15	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the 	5	2	10	<ul style="list-style-type: none"> • Check return to work induction to ensure latest guidance relating to self- 	Management and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

<p>who need to self-isolate</p>	<p>result of being at work when an individual should be self-isolating.</p>		<p>this individual / contact with surfaces touched by this individual.</p> <ul style="list-style-type: none"> • Onwards transmission to others 			<p>virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities).</p> <ul style="list-style-type: none"> • All employees told that If they have symptoms prior to leaving for work, they should stay at home, notifying company of reason for absence in line with current Covid-19 absence procedure • If symptoms develop during the working day employees have been told to inform management immediately and follow current Covid-19 procedures. • If an employee is contacted by the Test & Trace Service / app during the working day employees will inform management immediately and follow current Covid-19 procedures. • Signage around site relating to the need to stay at home and self-isolate if symptoms develop. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Review GOV.UK information relating to symptoms list regularly and update notices as necessary. • Temperature monitoring daily onsite across all unvaccinated employees. 			<p>isolation if symptoms develop or employee is contacted by Test & Trace Service is included.</p>	
---------------------------------	---	--	---	--	--	--	--	--	--	--

Manufacturing (Wilton Site Factory & Offices)

2.3 Ventilation	Risk of transmission of Covid-19 as a result of being in a poorly ventilated environment	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone who has contact with this individual / contact with surfaces touched by this individual. • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • Windows and doors are open where feasible. 	5	2	10		
2.4 Who should go to work – equality in the workplace	Risk of transmission of Covid-19 as a result of action / inaction due to discrimination against an individual / group	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone with a protected characteristic • Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> • Equal opportunities policy in place • Capability procedure in place • Grievance procedure in place • Whistleblowing policy in place • Covid-19 policy in place • Risk assessments in place. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Checks done to ensure we know staff having a protected characteristic. • Embed checks for protected characteristics into recruitment process 	5	1	5		Management and H&S Teams
3.1 Social distancing at work – coming to work and leaving work	Transmission of Covid-19 as a result of a lack of social distancing when arriving at / leaving work	Serious illness / fatality	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). 	5	1	5		Management, Production Supervision and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

- | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | <ul style="list-style-type: none"> • All employees told that If they have symptoms prior to leaving for work, they should stay at home, notifying company of reason for absence in line with current Covid-19 absence procedure • Arrival and departure times are staggered • Hand sanitiser at entrance/exit points and hand washing facilities/sanitiser at multiple points around the site. • Maintain appropriate levels of social distancing by not congregating in common areas (kitchen/locker rooms/toilets etc). • Creation of more canteen break room space (used for changing out of outdoor clothing) and facilities to accommodate more people whilst maintaining appropriate level of social distancing. • Temperature monitoring daily onsite across all unvaccinated employees. • Contactless clocking in/out is used. • Handwashing & sanitary facilities increased to ensure there is enough to accommodate planned increase in numbers of people onsite. • Checks to ensure we know who is car sharing (where feasible these | | |
|--|--|--|--|--|--|--|--|--|

Manufacturing (Wilton Site Factory & Offices)

							<p>employees will be considered for roles working in the same team).</p> <ul style="list-style-type: none"> • Car sharing discouraged outside household members or members of the same social bubble, but where car sharing is necessary it should be done with windows open and passengers not facing each other. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Routes reviewed to/from, through and around entire site to ensure we understand “pinch points”. Created routes / restricted zones to enhance social distancing measures. • Area by factory clocking in (known pinch point) marked out to encourage appropriate levels of social distancing 				
<p>3.2 Social distancing at work – moving around buildings and worksites</p>	<p>Transmission of Covid-19 as a result of a lack of social distancing when moving around buildings and site.</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hand sanitiser at entrance/exit points and hand washing facilities/sanitiser at multiple points around the site. • Covid-19 related Risk Assessment activities are reviewed and monitored 	5	2	10	<p>Management, Production Supervision and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

								as part of regular management and H&S meetings					
								<ul style="list-style-type: none"> Staff instructed to avoid non-essential trips around site between shops/areas. Site restriction zones have been mapped showing permissible routes for each team. High footfall routes around the site have been restricted to essential use (including staggered breaks) only to reduce numbers using each route at any one time. 					
3.3 Social distancing at work – workplaces and workstations	Transmission of Covid-19 as a result of a lack of social distancing at work places & workstations	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). Hand sanitiser at entrance/exit points and hand washing facilities/sanitisers at multiple points around the site. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Review carried out of positions of all workstations in each work area; ▲ Where not 2m apart worked through issues in the following order of mitigating actions; 	5	2	10	<ul style="list-style-type: none"> Markings on floor in factory areas to define workstation positions at a minimum of 2m apart. 	Management, Production Supervision and H&S Teams	

Manufacturing (Wilton Site Factory & Offices)

- re-positioned at 2m apart where possible (feasible in majority of cases)
 - Looked at shift patterns for scope to create 2m gaps with some workstations unused during each shift (not feasible)
 - Reduce the activity time spent at <2m where possible.
 - Screens / barriers used between workstations positioned <2m apart where practical?
 - Workstations positioned back to back where positioned <2m apart
 - Workstations positioned side by side where <2m apart and back to back not feasible.
 - Cohort / fixed "work buddy system" created to work in small groups of fixed partners where social distancing cannot be achieved.
 - PPE used where social distancing is not practical (full face visors / face masks with wrap around safety glasses / respirators)
 - Review ways to improve the level of ventilation whilst maintaining the room temperature in the volume production line area (extraction fans?)
- ▲ As a result of decisions and actions made based on the above - the risks are now acceptable.
- Review of current and planned labour requirements and therefore used workstations under the current

Manufacturing (Wilton Site Factory & Offices)

						<p>layout shows almost every workstation is or could be positioned >2m apart. One area presents a potential issue as outlined below;</p> <ul style="list-style-type: none"> As a result of workstation position review - one area highlighted as a potential issue where it is planned to increase the tool demould team on the high volume line from 2 to 4 employees. Layout currently allows for 2m social distancing of 2 workers but not when increased to 4 workers. Having worked through the sequence of mitigating measures outlined in the government guidance PPE will be used by workers in this area; (full face visors or face masks with wrap around safety glasses or respirators). This team will have fixed members to minimise risks. <p>► Review tooling used at workstations; reduce tool sharing to the minimum practical by increasing tool provision to a set per workstation and cleaning shared tooling / equipment after each use. Notice issued to staff as part of cleaning procedure</p>					
<p>3.4 Social distancing at work – meetings</p>	<p>Transmission of Covid-19 as a result of a lack of social distancing at meetings</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> Minimising number / frequency and duration of face to face meetings (increased use of electronic communications wherever feasible) Minimising number of people physically required at meetings (increased use of electronic communications wherever feasible). 	5	2	10	<p>Management and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

						<ul style="list-style-type: none"> • Ensuring that appropriate level of social distancing can be achieved at meeting venue by choosing room of appropriate size. • Ensure appropriate level of social distancing is maintained going to / returning from meetings. • Ensure adequate ventilation (open windows where feasible). • Document sharing will be via electronic means (no papers being passed between people), no sharing of pens / other objects. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 				
<p>3.5 Social distancing at work – common areas</p>	<p>Transmission of Covid-19 as a result of a lack of social distancing in common areas</p> <p>Transmission of Covid-19 as a result of not frequently and thoroughly cleaning frequently touched surfaces</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Staff instructed to avoid non-essential trips between shops/areas. Site restriction zones have been mapped showing permissible routes for each team. • Creation of more canteen break room space and facilities to accommodate more people whilst 	5	2	10	<p>Management, Production Supervision and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

												<p>maintaining appropriate level of social distancing.</p> <ul style="list-style-type: none"> Outdoor rest break area is large enough to accommodate significant numbers whilst social distancing. Chairs are spaced out. Staggered rest breaks implemented to ensure numbers of people using rest break areas simultaneously allow for social distancing to be maintained. (Based max allowable number of people using rest break rooms at one time). Marked out markings in expanded factory canteen area to encourage social distancing. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 				
3.6 Social distancing at work – accidents, security & other incidents	Transmission of Covid-19 as a result of a lack of social distancing when dealing with accidents, security or other incidents	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees to be told to prioritise immediate risk to safety during incidents. In an emergency, for example, an accident, provision of first aid, fire, or break-in, the government guidance makes clear that people do not have to stay 2m apart (or 1m with risk mitigation i.e. face covering/mask). if it would be unsafe. As soon as it is safe to do so hygiene measures including hand washing should be undertaken. Social distancing to be reverted to as soon as it is safe to do so. 	5	2	10	Evacuation procedure to be updated to include ensuring social distancing is practised by employees gathering at assembly point in car park.	Management and H&S Teams				
4.1 Managing your customer, visitors	Transmission of Covid-19 as a result of	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues 	5	2	10	<ul style="list-style-type: none"> Essential visits only policy in place covering visits to and from site. (We 	5	2	10		Management and H&S Teams				

Manufacturing (Wilton Site Factory & Offices)

<p>& contractors – manage contacts</p>	<p>customers, visitors or contractors coming onsite</p>		<ul style="list-style-type: none"> • Site visitors • Onwards transmission to others 			<p>encourage remote video contact wherever feasible).</p> <ul style="list-style-type: none"> • For essential visits we minimise number of visitors onsite at any one time. • Visits are assessed on a case by case basis taking account of purpose, duration, areas needing to be accessed, number of people visiting, number of people onsite visitors will be in contact with, if and how the risks associated with proposed visits can be managed alongside our current business activities. • All visitors (Incl. customers & contractors) are required to sign in at reception. They will go through site induction, including answering Covid-19 health questionnaire and temperature monitoring checks prior to being allowed onsite. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Hand sanitiser in reception which must be used prior to visit proceeding. • Procedure in place for delivery drivers to access toilet facilities onsite subject to temperature monitoring checks. They will be instructed to use routes that limit travel within buildings. 				
---	---	--	---	--	--	---	--	--	--	--

Manufacturing (Wilton Site Factory & Offices)

<p>4.2 Managing your customer, visitors & contractors – providing and explaining available guidance</p>	<p>Transmission of Covid-19 as a result of customers, visitors or contractors coming onsite and not being given clear guidance and training on Covid-19 related procedures.</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> • When Covid-19 risk assessments are complete and mitigating actions implemented to the point where risks are deemed acceptable; COVID-19 Secure in 2020 notice signed by MD, published alongside risk assessments on website with a copy placed in reception. • Updated risk assessments will be published as progress on outstanding actions is made. • Updated risk assessments will be published to reflect changes in practise as a result of updates to the UK Government guidance on working safely during the Covid-19 pandemic. 	<p>5</p>	<p>2</p>	<p>10</p>		<p>Management and H&S Teams</p>
<p>5.1 Cleaning the workplace – before re-opening</p>	<p>Transmission of Covid-19 as a result of inadequate cleaning prior to re-opening facilities.</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> • Previously closed toilet (& handwashing) facilities re-opened after full thorough cleaning had been carried out to provide additional facilities. • Re-opened toilets on daily cleaning rota. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Monitoring of cleanliness levels implemented 	<p>5</p>	<p>2</p>	<p>10</p>		<p>Management, Production Supervision and H&S Teams</p>
<p>5.2 Cleaning the workplace – keeping the workplace clean</p>	<p>Transmission of Covid-19 as a result of a lack of keeping the</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors 	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to 	<p>5</p>	<p>2</p>	<p>10</p>		<p>Management, Production Supervision and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

	workplace clean		<ul style="list-style-type: none"> Onwards transmission to others 				<ul style="list-style-type: none"> prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). Daily cleaning implemented at each workstation used across site including removing waste and belongings from the work areas Daily cleaning implemented across common areas focussed on high touch surfaces – specific teams allocated cleaning tasks covering canteens/kitchens, toilets, reception. Meeting rooms cleaned after each use (including kitchenette) Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Monitoring of cleanliness levels implemented Disposable/single use PPE is not recyclable and is put in general waste onsite – there are sufficient general waste points around the site. 				
<p>5.3 Cleaning the workplace – hygiene – handwashing, sanitation facilities and toilets.</p> <p>HSE Health Safety & Welfare Regs 1992 state minimum requirements;</p>	Transmission of Covid-19 as a result of a lack of handwashing, sanitation facilities and toilets	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> Hand sanitiser at entrance/exit points and hand washing facilities/sanitiser at multiple points around the site. Handwash guidance present in the toilets. Hand driers / handwash & drier units available in toilet facilities. 	5	2	10	Management, Production Supervision and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

<p>Up to 25 women: 2 WCs, 2 basins.</p> <p>Up to 45 men: 2 WCs, 2 urinals, 3 basins.</p> <p>Up to 75 men: 3 WCs, 3 urinals, 4 basins.</p> <p>Up to 100 men: 4 WCs, 4 urinals, 5 basins.</p>						<ul style="list-style-type: none"> • Basins blanked off / or dividers installed to ensure social distancing when using the facilities. • Re-opened dis-used toilet and handwashing facilities to enhance provision. • Wherever feasible the doors propped open. • Cleaning procedures in place. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Cleaning rota / schedule in place • Cleaning teams implemented • Monitoring of cleanliness levels implemented 					
<p>5.4 Cleaning the workplace – changing rooms and showers (canteen)</p>	<p>Transmission of Covid-19 as a result of potential contaminated surfaces</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	<p>5</p>	<p>3</p>	<p>15</p> <ul style="list-style-type: none"> • Employees belongings kept in lockers at all time (lockers allocated to all factory staff). • Lockers layout changed to create more clear space. • Further cupboard storage and work surfaces installed to enhance provision. • Canteen cleaned as part of common areas procedure. 	<p>5</p>	<p>2</p>	<p>10</p>		<p>Management, Production Supervision and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

							<ul style="list-style-type: none"> Monitoring of cleanliness levels implemented Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 				
5.5 Cleaning the workplace – handling goods, merchandise and other materials, and onsite vehicles	Transmission of Covid-19 as a result of handling goods, merchandise and other materials, and onsite vehicles	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). Respirators cleaning & storing procedure in place. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Handling & sharing of tools to be minimised with cleaning after each use for shared tools / equipment. Notice to staff issued. Yard van (shared vehicle) is cleaned after each use. Vehicle cleaning procedure in place. 	5	2	10	Management, Production Supervision and H&S Teams
6.1 PPE and face coverings	Higher rates of transmission of Covid-19 as a result of not supporting those who wish	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors 	5	2	10	<ul style="list-style-type: none"> Washable face masks have been purchased and issued to employees. Disposable masks are also available for use by employees. Covid-19 related Risk Assessment activities are reviewed and monitored 	5	2	10	Management, Production Supervision and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

	to use face coverings		<ul style="list-style-type: none"> Onwards transmission to others 				<ul style="list-style-type: none"> as part of regular management and H&S meetings Expanded the use of PPE including visors / face masks - reviewed as part of 3.3 ▲ 				
7.1 Workplace management – shift patterns and working groups	Transmission of Covid-19 as a result of high levels of people onsite resulting in making social distancing less achievable.	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues Site visitors Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> Staggered arrivals / departure times in place. Clocking records available to assist NHS Test & Trace if needed. Staggered rest breaks limiting people using canteen / rest area to max allowable number of people which facilitates 2m distancing. Work teams established by work area; <ul style="list-style-type: none"> - Batch mixing (factory), - Finishing incl. Upper Mould Shop (factory), - Gruber / Autocaster (factory), - Assembly & Spares (factory), - Maintenance (factory), - Stores (factory), - Service Engineering (off-site) - Operations (office) - Technical & Design (office) - Sales (office) - Finance & HR (office) - MD (office). Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Use of cohort “work buddy systems” implemented in Tool Demould (Gruber Line) to minimise risk where operators are closer than 	5	2	10	Management, Production Supervision and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

						2m (wearing eye protection & face masks)					
7.1.2 Shift patterns and outbreaks – outbreaks in the workplace	Hazards associated with outbreaks in the workplace	Serious illness / fatality	<ul style="list-style-type: none"> • Work colleagues • Site visitors • Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> • Single Point of Contact is Health & Safety Officer, who can be contacted during business hours on the main switchboard number. • Health & Safety Officer knows that he is to contact PHE if there is a case of Covid-19 associated with the workplace. All managers & HR have been informed to ensure information about positive tests are shared in a timely manner. • Time & Attendance system logs all clockings with records available to assist NHS Test & Trace. • Wallgate operates a single manufacturing plant currently working a single shift. In the event of an outbreak we will follow our current Covid policy which outlines actions in the event of anyone showing symptoms (deep clean, self-isolation, getting tested, co-operating with PHE and NHS Test & Trace Service etc.). Mitigating measures form part of our ongoing reviews. 	5	2	10	Management and H&S Teams
7.2.1 Workplace management – work related travel: cars, accommodation and visits	Hazards associated with accidents occurring when undertaking unnecessary travel	Injury / fatality	<ul style="list-style-type: none"> • Work colleagues • Anyone involved in resulting accident 	5	3	15	<ul style="list-style-type: none"> • Essential visits are taking place where sites visited are Covid-secure. • Overnight stays will be arranged using a reputable travel hotel chain (details on request) who have posted details of their Covid-secure measures including enhanced hygiene measures on their website 	5	2	10	Management and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

							<ul style="list-style-type: none"> • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Company vehicles will only be shared when necessary. Disposable face masks are available and can be used wherever 2 or more people are sharing a works vehicle unless employees are from the same household or social bubble. 				
7.2.2 Workplace management – work related travel: deliveries to other sites	Transmission of Covid-19 as a result of not maintain social distancing when making deliveries / visiting customer sites	Serious illness / fatality	<ul style="list-style-type: none"> • Work colleagues • People at sites visited by work colleagues • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • Essential visits are taking place where sites visited are Covid-secure. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Company vehicles will only be shared when necessary. Disposable face masks are available and can be worn wherever 2 or more people are sharing a works vehicle unless employees are from the same household or social bubble. 	5	2	10	Management and H&S Teams
7.3.1 Workplace management – communications and training: returning to work	Transmission of Covid-19 as a result of not being given guidance on a return to work (after absence) relating to current Covid-19 related safety procedures	Serious illness / fatality	<ul style="list-style-type: none"> • Work colleagues • People at sites visited by work colleagues • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • Work colleagues returning to work onsite since safety procedures / policies were put in place undergo return to work induction which includes Covid-19 policies and procedures. • Work colleagues returning after an absence during which a change was made to Covid-19 safety procedures / policies to undergo return to work induction. 	5	1	5	Management and H&S Teams

Manufacturing (Wilton Site Factory & Offices)

							<ul style="list-style-type: none"> • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Subscribed to the GOV.UK daily updates. • Subscribed to HSE eBulletin service. 				
<p>7.3.2 Workplace management – communications and training: ongoing communications and signage</p>	<p>Transmission of Covid-19 as a result of colleagues not being kept up to date and reminded of Covid-19 related safety procedures</p>	<p>Serious illness / fatality</p>	<ul style="list-style-type: none"> • Work colleagues • People at sites visited by work colleagues • Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hygiene procedures and facilities in place across the site. • Social distancing measures suspended 16.08.21 - will be reintroduced in line with UK government guidance when needed. • Regular updates circulated to all employees onsite via emails, notices, toolbox talks and meetings. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Subscribed to the GOV.UK daily updates. 	5	1	5	<p>Management and H&S Teams</p>

Manufacturing (Wilton Site Factory & Offices)

										<ul style="list-style-type: none"> Subscribed to HSE eBulletin service. Refresh / change signage as guidelines are changed and to “catch the eye” acting as ongoing reminders of good practise (frequent hand washing, frequent surface cleaning & social distancing as priorities). 				
8. Inbound and outbound goods	Transmission of Covid-19 as a result of colleagues not using best practise with regard to handling inbound and outbound goods.	Serious illness / fatality	<ul style="list-style-type: none"> Work colleagues People at sites visited by work colleagues Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). Delivery / collections will be carried out whilst minimising contact with others wherever possible. Social distancing measures Frequent handwashing As per HSE statement that all drivers must have access to welfare facilities. Toilet and handwashing facilities are available for use by drivers who request access, subject to temperature monitoring. They will be directed around the site such that they do not walk through buildings unnecessarily. (Women will be directed around the outside of the main building to access the ladies toilets via the rear door, whilst men will be directed to the stand-alone toilet block adjacent to reception). 	5	2	10		Management, Production Supervision and H&S Teams		

Manufacturing (Wilton Site Factory & Offices)

							<ul style="list-style-type: none"> • Where possible, use the same pairs of people for loads where more than one is needed (two person Stores Team currently). • Where possible and safe, single workers load or unload vehicles. • Hand sanitiser accessible to Stores Team. 				