

Risk assessment

Company Name: Hoppings Softwood Products plc

Assessment carried out by: JMR / GEA

Date of next review: On going, follow PHE and Government advice Date assessment was carried out:27/04/2020

Revised 11/05/2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who	Action by when	Done
<p>Spread of Covid-19 Coronavirus.</p> <p>Symptoms may be mild moderate severe or fatal</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff are encouraged to report problems, an open and collaborative approach between workers and management is encouraged.</p> <p>To help reduce the spread of coronavirus (COVID-19) everyone is reminded of the public health advice.</p>	JMR/GEA	27/04/20	Yes

		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Wipe down control panels in fork lifts and sideloaders, steering wheel, gear stick, operating controls.</p> <p><u>Mill and baling lines only.</u> Wipe down control panels if operator changes and at the end of the day</p> <p><u>Office.</u> Wipe down office desks, telephones, desk stationary regularly with antibacterial wipes.</p>	<p>Posters, leaflets and internal safe system of work document for yard and office staff.</p> <p>Contract cleaners employed twice weekly.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Signage placed around sites to remind staff.</p> <p>Sideloader and forklift drivers advised not to switch between machine and to keep to one where possible</p>			
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