



**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This assessment applies to:

Thew Arnott & Co. Limited  
Unit 9, Tenth Avenue, Zone 3  
Deeside Industrial Park  
Deeside, Flintshire  
CH5 2UA

Thew Arnott & Co. Limited  
270 London Road  
Wallington  
SM6 7DJ

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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in</b></li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be 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>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			



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	<b>relation to our business</b>	<p><b>Cleaning</b></p> <p>All are advised to eliminate touching of common surfaces or objects where possible. In circumstances when this is not possible, individual packs of anti-bacterial wipes are issued to all staff members and all are encouraged to frequently clean any communal objects and surfaces that are touched particularly in areas of high use such as door handles and light switches.</p> <p>All employees are to 'preferably' bring their own cutlery, cups etc. and/or to thoroughly wash the kitchen equipment after usage.</p> <p>Anti-bacterial wipes are in all toilet facilities and to be used to clean taps, flushers and dispensers after every use, these wipes are to be disposed of immediately after use in the bins provided, and not flushed down the toilets.</p> <p>Access to the 'board room' is limited, only when absolutely necessary staff may use the 'board room'. This room is cleaned down with anti-bacterial wipes both before and after use, hand sanitiser is provided and advised to keep the windows open.</p>	<p>Rigorous checks will be carried out daily by the management and health and safety representative to ensure that the necessary procedures are being followed.</p>			
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		<p>Anti -viral, anti-bacterial disinfectant solution spray is to be used daily on individual workstations; each station has its own cleaning cloth, which is replaced regularly. Keyboards, telephones, monitors and all frequently used objects on work spaces are to be wiped with anti-bacterial wipes frequently. Use of other colleagues utensils or equipment from their work space is prohibited. Each workstation also has an individual hand sanitiser.</p> <p>Hand sanitisers are also provided in all high traffic areas throughout the business.</p> <p>Detailed, logged and extensive hygiene audits are preformed every other week.</p> <p>Forklift truck controls are cleaned down before and after every use with anti-bacterial wipes, the sharing of equipment within the warehouse is limited and all shared equipment is cleaned before and after each use.</p> <p>Clean down procedures are in place for all equipment within the warehouse, which all warehouse staff adhere to, line manager oversee to ensure procedures are being followed.</p> <p>Contracted dry cleaners pick up and deliver all warehouse garments weekly, each item is individual packaged and placed in a personal</p>				
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	<p>locker. Front door entry keypad is cleaned after every use with anti-bacterial wipes.</p> <p>Contracted cleaners visit site to ensure extensive deep cleans twice per week (deep cleans will take place outside of working hours).</p> <p><a href="https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf">https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</a></p> <p><b>Social Distancing</b></p> <p>Thew Arnott &amp; Co limited has introduced rota'd working days to as many staff as possible to reduce the number of people on site at any one time. Staff who are able to work from home are to do so.</p> <p>Thew Arnott &amp; Co limited have significantly reduced the number of persons in any work area to comply with the 2-metre (6.5 foot) gap implemented by the Public Health Agency and government regulations.</p> <p>There is a 'one-way system' in place throughout the main office and communal areas at Deeside to reduce contact between employees, which all staff must adhere to.</p> <p>All desks are a min. of 2 meters apart wherever possible, and when not</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks conducted regularly to ensure all social distancing measure are being adhered to.</p> <p>Staff are encouraged to report any discrepancies.</p>			
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		<p>possible the addition of Perspex barriers between adjoining desks has been implemented.</p> <p>Access to the 'board room' is limited, only when absolutely necessary staff may use the 'board room', and comply to the 2 meter social distancing regulation.</p> <p>Any delivery to front of house must be left at the front door and collections are placed at the front door so couriers do not have to enter the premises.</p> <p>All hauliers and couriers are restricted on site with the exception of using the toilet facilities, access is only granted from the front of house and they have to comply to site regulations and will remain under strict supervision whilst on site. A log of all people on site is kept by the front of house.</p> <p>There is a barrier indicated in yellow within the warehouse, which both staff and hauliers must adhere to, along with social distancing measures that have been implemented with regards to deliveries and pickups, where the driver must stay within their vehicle and only exit to prepare it for 'loading/offloading'.</p>				
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		<p>The Warehouse staff are to take breaks individually within the porta cabin or kitchen and to clean thoroughly before and after each use; leaving the windows open is advised.</p> <p>Conference calls are being used instead of face-to-face meetings.</p> <p>Several social distancing posters compliant with government regulations are placed throughout The Arnott &amp; Co limited.</p> <p><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> <a href="https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf">https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</a></p> <p><b><u>Wearing of Gloves</u></b></p> <p>An adequate supply of gloves are provided, their use is optional.</p> <p>Staff have been instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>				
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		<p>Staff reminded that wearing of gloves is not a substitute for good hand washing</p> <p><b>Wearing of masks:</b></p> <p>An adequate supply of facemasks will be provided to all staff.</p> <p>Staff will be instructed on how to use efficiently to reduce contamination and how to dispose of them safely.</p> <p>Staff reminded that wearing a mask is not a substitute for social distancing.</p> <p>Again, the wearing of masks in the workplace is optional.</p> <p><a href="https://www.hse.gov.uk/respiratory-protective-equipment/basics.htm">https://www.hse.gov.uk/respiratory-protective-equipment/basics.htm</a></p> <p><a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p>				
		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>				



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		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://gov.wales/coronavirus">https://gov.wales/coronavirus</a></p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a></p> <p><b><u>Young Persons</u></b></p> <p>The factory is a controlled environment with restrictions on access. Young persons are not</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Line manager will regularly contact 'at home workers' to discuss requirements, progress and any additional support needed.</p>			
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		<p>permitted on site during the Covid-19 outbreak.</p> <p><b>Pregnant Workers</b></p> <p>A risk assessment of each individual pregnant worker's working environment will be conducted, including their mental and physical health, and the role they play.</p> <p><b>Disabilities</b></p> <p>If disability does not impair a persons' ability to understand the findings of this risk assessment, there are no restrictions. Any disability to be independently assessed, as required.</p> <p><b>Others</b></p> <p>This factory is a highly controlled area. No members of the public are permitted to gain entry. Visitors and contractors currently are not allowed to enter the site unless they are fully aware of the precautions we have put into place and adhere to them.</p>				
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ASSESSMENT UNDERTAKEN BY:

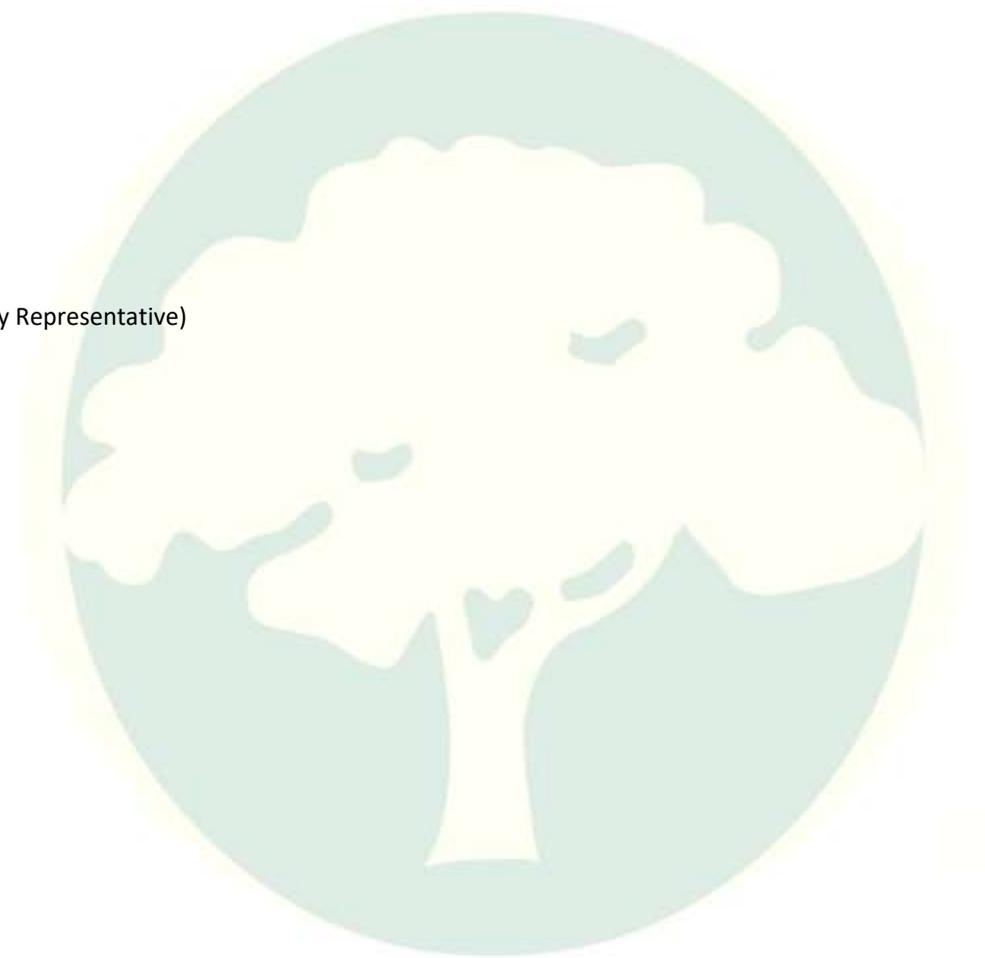
Rebecca Jones

(Technical Administrator/Health & Safety Representative)

HACCP Level 2

I.O.S.H.

Health & Safety Level 2



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A large, faint, light green circular logo featuring a stylized tree is centered in the background of the page. Below this logo, the name 'Thew Arnott' is written in a large, light green, sans-serif font.