**AMTRIM LTD, UNIT 2 WILLACY YARD, CATFORTH, PR4 0JD**

**COVID-19 RISK ASSESSMENT**

**12/05/2020**

**OVERVIEW:**

This risk assessment is aimed purely at the risks associated with the transmission of the Coronavirus in the context of the workplace and related environs. It is designed to consider the best protection measures to implement for the health and safety of all staff and customers using the latest Government guidelines.

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| **POTENTIAL AREA OF RISK** | **PREVENTATIVE MEASURES** |
| **1.WORKSHOPS** |  |
| Narrow Gangways | Delineate with hazard tape on floor - boxed areas between benches in gangways and at work stations with no more than one staff member to enter the box at one time. Face masks to be worn when moving around the workshop. |
| Shared tools & containers | Where possible don’t share tools, including pens, pencils scissors. Where not possible use sanitising spray before and after use (rulers, hot knives, welder etc) |
| Computer workstations | Sanitiser spray/wipes to be used at all computer workstations and used before and after each operation  Gloves and Hand Sanitising Gel will also be provided at each station |
| Digitising trigger | Sanitiser spray/wipes to be used before and after each use of the digitising equipment  Gloves recommended |
| Customers | Appointment-only system to minimise contact time  Clearly-marked designated customer-waiting area |
| **2. KITCHEN** |  |
| Small space with only one entrance/exit | Only one person allowed to use kitchen at any one time. |
| Shared Equipment (kettle, microwave, fridge, cutlery/crockery, towels) | Anti-Bac Surface cleaner provided – to be used on all surfaces including fridge door handle, microwave, kettle after each use. Cups, plates and cutlery to be washed after use and put away. Towels replaced daily. |
| **3. CATEEN/STAFF ROOM** |  |
| 6 Seater dining table chairs – too small to maintain 2M distance | Only one staff member at any one time to use the room. Take staggered lunch breaks or eat in outdoor area when appropriate |
| Contact with common hard surfaces | Table and chairs to be cleaned morning and afternoon.  Wash hands before entering room |
| **4. TOILET** |  |
| Shared facility for whole site | Facility maintained by landlord. Additional cleaning to be carried out daily, door handle, flush handle and taps.  Stringent handwashing observed by all staff |
| **5. VEHICLES** |  |
| Contact surfaces – Steering wheel etc | To be cleaned regularly. Only 1 nominated driver per vehicle |
| Passenger Proximity | Clear PVC dividing screen between driver and passenger – centre seat not to be utilised. |
| **6. WORKING ON BOATS – OFF SITE** |  |
| Boat owners & passers-by | Social distancing to be maintained at all times. Pre-arranged visits only with discussion about who will be present.  Check for permission from site owners before access. |
| Team proximity – not always possible to maintain 2M distance | Face masks to be worn when working on boats. Maximum 2-man team per boat. Preferably same team members to minimise cross-contact. |
| **7. OFFICE** |  |
| Small office space – not enough room to pass without being closer than 2M | Only 1 staff member in office at any time  Admin duties to be carried out from home where possible |
| Computer keyboard & mouse | Designated equipment – not to be shared. Anti-Bac cleaner supplied for regular cleaning (daily)  Hand sanitiser at each station |