

LEBUS UPHOLSTERY COVID 19 RISK ASSESSMENTS REPORT: 623-030620



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Declaration of compliance:

Nigel Foster Works Manager
For and on behalf of Lebus Upholstery Ltd
27th May 2020

Who to contact ref Covid 19 Health & Safety :

Darren Austin GradIOSH SHEQ Manager
Or
Health & Safety Executive at WWW.HSE.GOV.UK OR 0300 003 1647

SOCIAL DISTANCING & PERSONAL HYGIENE

As a result of the Coronavirus pandemic Lebus have reviewed all resources, departments and current processes, in order to implement the latest Government's guidelines on Social Distancing in our office, manufacturing, warehousing and distribution settings.

To this end we have reviewed the Social Distancing measures and personal hygiene required within our factory in general and by department, to ensure as far as reasonably practicable the safety of our staff and our customers with respect to Covid 19 transmission.

The following outlines the risks reviewed and the measures put in place, with full consideration given to the latest Government guidance, advice and based on a number of recommendations from the following professional bodies:

- UK Government notifications service
- UK HSE Health & Safety Executive
- BRC Recommended implementation practices for Warehouses and Distribution
- BFM British Furniture Manufacturers Association
- Romero Insurance
- IOSH Institute of Occupational Safety & Health
- BSC British Safety Council
- British Occupational Hygiene Society

LIMITING SPREAD OF CORONAVIRUS IN THE WORKPLACE

Lebus policy is to focus on personal hygiene and social distancing as far as reasonably practicable in order to reduce the spread of coronavirus (COVID-19).

Reminding everyone of the public health advice, by use of posters, leaflets and other materials which are displayed throughout the factory and offices.

Employees and customers are reminded to wash their hands for 20 seconds more frequently than normal, and we have installed upwards of 80+ sanitizing stations.

Cleaning staff frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.

All employees are instructed to follow social distancing guidance, with the assistance of floor marking and signage as required. Where the environment makes it difficult to do so, Lebus have considered what measures may be put in place to protect employees these are outlined in individual departmental risk assessments.

Government advice recognises that "the practical implementation of this advice will depend on the local circumstances" The guideline goes on to acknowledge the need for a local management assessment of measures that can be implemented.

Lebus aim to meet these objectives throughout the factory in order to limit any risk of spreading coronavirus within the work environment, employees are encouraged to report any concerns, which are recorded and investigated.

These measures and those identified and highlighted in each departments individual Coronavirus Risk Assessment and will be reviewed periodically.

LEBUS UPHOLSTERY

COVID 19 CONTROLS DEPLOYED (Not conclusive & subject to change):

- Where possible employees are required to work from home (Home risks assessed)
- Factory is now zoned with restricted movement throughout.
- Offices have maximum occupancy.
- Six factory entrances are in place with dedicated entrances for each employee / zone.
- Clocking in and out at shift start and end has been restricted with some manual clocking.
- >60 fixed hand sanitizing stations have been deployed within at entrances zones.
- Floor markings are in place to facilitate compliance with the social distancing throughout.
- 2m separation when this cannot be avoided ensure they work side by side or back to back
- Signage and information boards throughout the factory and offices.
- Physical barriers installed in various toilets as protection for workers
- One-way systems in place where practicable.
- Staggering of shift start, end and break times to reduce queuing / overcrowding
- Additional smoking shelters deployed to reduce movement within the factory.
- Non-essential doors remain open to avoid multiple use / touch points, 'not fire doors'.
- Increased cleaning frequency, identifying and cleaning key touch points ie door handles etc
- Additional PPE supplied were Risk Assessment has identified a need Visor – Mask- Gloves
- Visitor & Contractors restricted, require covid 19 induction, restricted to zones
- Ability to take individuals Temperature(s) as required randomly or for specific reasons.

4. LEBUS UPHOLSTERY RISK ASSESSMENT COVID 19 (NB: DEPARTMENTAL COVID 19 ALSO UNDERTAKEN)

Assessed by: N Foster D Austin Grad IOSH 104581							Review date: June 2021	
	Area	Hazard	Persons in danger	Severity 1-5	Likely-Hood 1-5	Rate	Control measures/comments	Result
1	Travel to Work	Groups travelling to work together or individuals using public transport are exposed to Covid19	Lebus / VC	5	4	20	Travel on own or with the same people each day, Do not travel if you are unwell Maintain social distancing on public transport	5x2=10
2	Covid 19 Isolation	Person travelling to and attending work with symptoms or confirmed Covid 19	Lebus / VC	5	4	20	Any employee with symptoms of the virus – a new cough with or without a fever is are instructed to self-isolate for 7 days or 14 days as specified by the Government, Temperatures may be taken	5x2=10
3	Start and finish times	Groups of staff and employee's queue to clock in and out, numerous people use clocking in machine with hands, increasing risk of transmission of Covid 19	Lebus / VC	5	4	20	Employees queuing keep social distance of >2m Clocking in and out moved to manual record system 'afarp'	5x2=10
4	Car Parking	Persons parking anywhere in car parks use the factory as a short cut to their place of work increasing the risk of Covid 19 transmission across departments	Lebus / VC	5	4	20	Employee encourage to work from home if practicable Employees can only enter / exit the factory through their allocated exit and must walk around outside factory to get to their allocated entrance	5x2=10
5	Visitors and Contractors	Visitors and contractors given access to all areas of the factory, and meetings held without maintaining social distance, increase risk of Covid 19 transmission	Lebus / VC	5	4	20	All visitors and contractors must report to reception, and are met and allocated work zone area, Meetings wherever possible should be held remotely and on-line, office max occupancy in place	5x2=10

6	Entering and Exiting the Factory	Groups of staff and employee's congregating and not maintaining social distance increasing risk of transmission of Covid 19	Lebus / VC	5	4	20	Employees allocated a dedicated factory entrance / exit and can only enter / exit the factory through their allocated exit	5x1=5
7	Clocking In and Out	Groups of staff and employee's queue to clock in and out, numerous people use clocking in machine with hands, increasing risk of transmission of Covid 19	Lebus / VC	5	4	20	Employees queuing keep social distance of >2m Clocking in and out suspending from machine and moved to manual record system Clocking in and out is not required	5x2=10
8	Social Distancing / Departmental segregation	Employees given uncontrolled access to all areas of the factory, without maintaining social distance, increase risk of Covid 19	Lebus / VC	5	4	20	Factory is now zoned with restricted access to other zones, floor markings and information displayed. Office numbers and access restricted	5x1=5
9	Hygiene / Use of toilets	Employees given uncontrolled access to all toilet facilities within the factory, without maintaining social distance, personal hygiene	Lebus / VC	5	4	20	Access to zonal toilet facilities only Toilets additional segregation in place as required Cleaning undertaken more frequently Hand sanitizer available outside of toilet areas	5x2=10
10	Break times and Break area	Employees congregate at various times and leave site to un-controlled areas	Lebus / VC	5	4	20	Employees are not permitted to eat or drink in their own vehicles or at main entrance gates Employees are not permitted to leave site during break times, Canteen area is zoned	5x1=5
11	Delivery of Materials	Employees or visitors are allowed to deliver/collect materials from many points in the factory and offices	Lebus / VC	5	4	20	Factory has been zoned with only authorised access permitted Drop off and pick up points have been installed to reduce movement and contamination risk	5x1=5
12	Meetings	Employees and visitors congregate in close proximity to each other and fail to social distance	Lebus / VC	5	4	20	Office capacity has been reduced and identified Meetings are undertaken electronically if possible Visitors are restricted and accompanied	5x1=5

Lebus = Workforce VC = Visitors/Contractor / Severity x Likelihood (5 being high and 1 low)

Result Key 1-9 (L) Low Risk (A) Adequately controlled 10-25 (H) High risk further controls required

