

# Passion for Print Ltd - Risk Assessment

Passion for Print Ltd, The Print Yard, 89a Moorland Road Stockport SK2 6NGG



<b>WORK GROUP:</b> Covid 19		<b>APPROVED BY:</b> J. Taylor, Company Director			<b>ASSESSMENT DATE:</b> 17.5.2020		<b>Vs.</b> 1		<b>RISK ASSESSMENT NO.</b> v1	
<b>MAIN RELEVANT LEGISLATION:</b> Health and Safety at Work Act / Management of Health and Safety at Work Regulations/COSHH		<b>PERSONS EXPOSED:</b> Employees and staff working on behalf of the Company			<b>CARRIED OUT BY:</b> Angela Lawson					
<b>TASK HAZARD SITUATION</b>	<b>HAZARD</b>	<b>RISK / CONSEQUENCE</b>	<b>RISK FACTOR</b>			<b>CONTROL MEASURES IN PLACE</b>	<b>PLANNED ACTION / CONTROL MEASURES</b>	<b>FURTHER COMMENT</b>  WMS. if available	<b>RISK CONTROLLED SO FAR AS IS REASONABLY PRACTICABLE</b>	<b>FURTHER CONTROL ACTION</b>
<u>General Covid 19 RA Hazard</u>  Travel to work  Refer to HSE <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> or Public Health England for full guidance and further controls.	Covid -19 travel to work	A staff member could catch the virus whilst traveling to a place of work where risk of contamination on public transport is enhanced.	3	2	6	Vulnerable staff sent home by the company director and will continue to work from home.  Staff must not travel to work on public transport. Unless there is no other option. Masks should be worn when using public transport.  Social distancing must be kept when using public transport.  Staff must not travel to work in the same vehicle  Staff should use an appropriate hand sanitiser on a regular basis and must not touch their face	Keeping staff awareness of Covid 19 high by issuing regular updates etc.		Yes	Yes

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<p><u>General Covid 19 RA Hazard</u></p> <p>General Work at premises - Client Specific Premises</p> <p>Refer to HSE <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> or Public Health England for full guidance and further controls.</p>	Covid -19 work in the office	A staff member could catch the virus whilst working at Passion for Print's office or at any specific client premises. They may suffer ill health or potentially death. Staff could catch the virus outside work and spread the disease whilst at work to other staff members.	3	3	9	<p>Staff must always follow social distancing rules when on work premises.</p> <p>Work desks/workstations are be kept more than 2 metres apart with a screen</p> <p>Only one staff member per toilet/kitchen is allowed</p> <p>Passion for Print personnel will not use the main office or gather in a shared meeting place until further notice. Should the main office need to be open it can only be occupied by 2 persons and on entering and leaving the premises a distance of 2 metres distance from any other person should be observed.</p> <p>Social distancing posters are required within the office.</p> <p>Any staff member suffering from Covid 19 symptoms must stay at home and not undertake any work on-site for any clients</p> <p>All surfaces which can be touched by multiple people (such as door handles, toilets etc) must be subject to a rigorous regular cleaning regime</p> <p>All goods coming onto the premises should be handled safely and kept in quarantine for 72 hours. Social distancing must be kept with delivery drivers/couriers</p>	<p>No access or meetings held at Passion for Print office.</p> <p>Regular supervisions and checks need to be made on staff to ensure that they are following safe working procedures including social distancing etc. When working on-site for various clients</p> <p>Make staff aware that they could face disciplinary procedures for not following rules</p> <p>Review need for face masks</p> <p>Keep awareness of Covid 19 high with staff by regular communications</p>		Yes	Yes

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						There are hand wash facilities available with hand washing posters on the correct way of washing (including hand sanitisers and tissues) There are secure bins available			Yes	Yes
<b>RISK FACTOR (Severity x Likelihood = Score)</b> <b>SEVERITY</b> 1. Minor (first aid; up to 3 days off work) 2. Hospital treatment / over 3 days off work 3. Death / Disabling Injury  <b>LIKELIHOOD</b> 1. Not likely 2. Likely 3. Very likely  <b>SCORE</b> 1 = Low priority/no action 2 = Low priority action 3/4 = Medium priority 6 = High priority action 9 = Urgent action										

**Signature(s)**

Jackie Taylor

**Date:**

17.5.2020

## Safe Working to Reduce Covid 19 Risk

- 1) Work at home wherever possible
- 2) Only come to work if you are fit and healthy and free from Covid 19 symptoms. If anyone in your household has these symptoms you must stay at home. Always follow Government guidance on this. Make sure that you fully know the Covid 19 symptoms.
- 3) Do not travel by public transport unless there is no other way of getting to work
- 4) If you need to travel by public transport always follow social distancing and wear a suitable mask
- 5) Never travel in the same car as a colleague
- 6) When at work always follow social distancing rules (you must never get closer than 2 metres to a colleague)
- 7) When on a client site all rules within that organisation should be observed and followed.  
Where these are considered not to provide the appropriate protection for Passion for Print personnel, the additional protective measures should be employed, namely:
  - a. Wear gloves and face mask
  - b. Wash your hands on a regular basis, periodically and before smoking, eating, drinking or going to the toilet. Do not touch your face
  - c. Report any concerns you have to Passion for Print director and alert the client to your concerns