



Clayton Glass Ltd
Covid-19 Risk Assessments
Visitors to all Clayton Glass Sites

Edition Number	Reason for Change	Change

Edition Number	Reason for Change	Change

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In the absence of the Health and Safety Manager the Operations Director has agreed to review the Risk Assessment Booklet on a monthly basis and update where necessary



Clayton Glass Risk Assessments













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Risk Assessment 001 – Visitors

Title:	RA001	SSOW Ref.:		Date:	July 2020
Location:	All Clayton Glass Ltd Sites	Persons at Risk:	All Clayton Glass Ltd Employees and Visitors	Review Date:	Monthly during Covid-19
Task:	Car Parking				

Personal Protective Equipment (PPE) Assessment

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:										
	Head	Steel midsole and steel toe cap	Eye	Face	Hand	Respiratory (RPE)	Hi-Visibility Vest	Body Protection Cut resistant sweatshirt	Body Protection Leather Apron	Wrist
	-	-	-	See Below	See Below	See Below	-	-	-	-

Additional requirements (list here):
Specific Covid-19 PPE can be worn at the Employees discretion

Note. PPE must only be considered as, when other control measures such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

No	Hazard Identified	Potential Risk to Whom And how	Initial Risk Rating			Control Measures	Responsibility	Residual Risk Rating			Actions
			L	S	R			L	S	R	
1	Car Parking (Visitors Car Park)	<ul style="list-style-type: none"> Visitors <p>Any visitor could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic in the Car Park vicinity</p>	3	4	12	Zoom/Teams Meeting should be utilised rather than site visits Visitors should avoid car sharing Visitors should park their vehicles in an empty parking space away from any other vehicles if possible Should the visitor wish to wear a face covering it should be applied before leaving their vehicles Hands should be sanitised if not wearing nitrile gloves A temperature check can be used on arrival and departure if required	Host to the Visitors Health and Safety Manager	2	4	8	Host to ensure all Government Covid-19 guidelines for the workplace are adhered too
2	Walking to the entrance	<ul style="list-style-type: none"> Visitors <p>Any visitors could contract or pass on the virus should they not comply with the Social Distancing rules</p>	3	4	12	Zoom/Teams Meeting should be utilized rather than site visits All visitors to comply with the 2m (1m+) Social Distancing rules as they walk to their relevant point of entry, walkways should be used from the car park to site All visitors to avoid contact with railings or door handles with bare skin where necessary All visitors to avoid walking side by side with other employees	Host to the Visitors	2	4	8	As above
3	Meeting Rooms/Board Room Offices	<ul style="list-style-type: none"> Visitors Host to the visitor <p>Any visitors could contract or pass on the virus should they not comply with the Social Distancing rules</p>	3	4	12	Zoom/Teams Meeting should be utilized rather than site visits Hand Sanitizer should be available in all meeting rooms/board room or offices for the visitors and staff to use as necessary Social Distancing should be applied in the rooms and during all meetings All surfaces should be cleaned down before and after any visitor visit/meeting	Host to the Visitors	2	4	8	Host to ensure hand sanitizer is available and all surfaces are cleaned before and after the meetings
4	Toilets	<ul style="list-style-type: none"> Visitors Office Staff <p>Visitors could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic in the Toilets</p>	3	4	12	All Visitors should ensure the toilets are free prior to gaining entry Social Distancing must be applied within the toilets Personal hygiene guidelines should be adhered to Hand washing using hot water and soap before and after using the toilets should apply Avoid where possible touching surfaces	Host to the Visitors	2	4	8	



					Report any issues to your host ASAP Surfaces required to be touched must be cleaned before and after use					
5	Canteen	<ul style="list-style-type: none"> Visitors Clayton Glass Employees <p>Visitors could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic in the Canteen</p>	3	4	12	<p>Wash hands before using the canteen</p> <p>Only handle what you have brought in with you</p> <p>Choose a table within the Social Distancing rules</p> <p>Wipe the table and chair as required before sitting down</p> <p>Avoid touching or rubbing your mouth, nose or face</p> <p>Wash hands after the canteen break is over</p>	Host to the Visitors	2	4	8
6	Smoking or Vaping	<ul style="list-style-type: none"> Visitors <p>Visitors could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic in the Smoking or Vaping Areas</p>	3	4	12	<p>Abide by Clayton Glass Ltd Smoking/Vaping Policy</p> <p>Social distancing guidelines must be followed at the Smoking/Vaping Areas.</p> <p>Visitors must avoid sharing smoking materials</p> <p>Visitors must discard all used smoking materials into the bin and not on the floor.</p>	Visitors Host to the Visitors	2	4	8
7	Drinks Vending Machines	<ul style="list-style-type: none"> Visitors Anyone in the vicinity <p>Visitors or Staff could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic while using drinks vending machines</p>	3	4	12	<p>Visitors should avoid using drinks vending machines where possible</p> <p>Visitors should maintain social distancing while using the drinks vending machines</p> <p>Visitors should wash their hands before and after using the drinks vending machines</p> <p>Visitors should use hand sanitizer before and after using the drinks vending machines</p> <p>Visitors should avoid coughing or sneezing when standing Infront of the drinks vending machines</p> <p>Visitors should where possible and within the manufacturer's guidelines wipe the touch screen before and after using the drinks vending machines</p> <p>Visitors where possible should ensure they use the correct change when using the drinks vending machines</p>	Visitors Host to the Visitors Employees	2	4	8
8	Snacks Vending Machines	<ul style="list-style-type: none"> Visitors Anyone in the vicinity <p>Visitors or Staff could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic while using drinks vending machines</p>	3	4	12	<p>Visitors should avoid using drinks vending machines where possible</p> <p>Visitors should maintain social distancing while using the drinks vending machines</p> <p>Visitors should wash their hands before and after using the drinks vending machines</p> <p>Visitors should use hand sanitizer before and after using the drinks vending machines</p> <p>Visitors should avoid coughing or sneezing when standing Infront of the drinks vending machines</p> <p>Visitors should where possible and within the manufacturer's guidelines wipe the touch screen before and after using the drinks vending machines</p> <p>Visitors where possible should ensure they use the correct change when using the drinks vending machines</p>	Visitors Host to the Visitors Employees	2	4	8
9	Staff Canteen Room	<ul style="list-style-type: none"> Visitors Anyone in the vicinity <p>Visitors or Staff could pass on or contract the virus if they have contact with an individual that is Symptomatic or A Symptomatic while using drinks vending machines</p>	3	4	12	<p>Visitors should adhere to the UK Government guidelines on social distancing</p> <p>Visitors should adhere to the site guidelines of 1 member at a time to use the Staff canteen room</p> <p>If visitors use the remote control for the TV it should be wiped down before and after use</p> <p>All visitors using the canteen room should clear their own rubbish up and discard of it in the waste bin provided</p> <p>Visitors should wash their hands before and after having their break as per UK Government guidelines</p> <p>Any surfaces touched by a visitor should be wiped down before and after use</p> <p>Visitors should adhere to UK Governments guidelines on personal hygiene in the workplace</p> <p>A maximum of 3 staff/visitors should use the Staff Canteen Room at the same time providing they adhere to the UK Governments guidance on social distancing</p>	Visitors Host to the Visitors Employees	2	4	8



Listed below is the relevant documentation that will assist in reviewing the Risk Assessment Booklet and implementing changes post incident relating to visitors to any Clayton Glass Ltd site

Ref	Hazard requiring Assessment	Review Date	Review Date	Review Date	Review Date	Review Date	Review Date	Review Date	Review Date
1									
2									
3									

Date of review:

Person(s) conducting review:

Signature: