



Roberts Group Manufacturing Site COVID-19 Secure Risk Assessment

We have put the following mitigations in place to ensure the Roberts Group Manufacturing Site in Flint, is COVID-19 Secure:

1. Who should go to work

- We are enabling workers to work from home while self-isolating if appropriate.
- We have considered who is needed on-site and advised all vulnerable staff to work from home if at all possible.
- We have urged all employees to protect themselves and others against the COVID-19 virus by obtaining a vaccination if available to them under the government's scheme.
- We have planned for the minimum number of people needed to be on-site to operate safely and effectively.
- We are continuing to monitor the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment.
- We are keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- We are providing equipment for people to work from home safely and effectively, for example, remote access to work systems

2. Protecting people who are at higher risk

- We are providing support for workers around mental health and wellbeing. This is via our mental health first aiders (Patrick Roberts, Tracey Deans, Nick Roberts, Ben Roberts and Steven Henshaw)

3. People who need to self-isolate

- We are asking all personnel exhibiting COVID-19 symptoms, or those who have members living in the same household, to self-isolate in accordance with Government Guidance.

4. Shift patterns and working groups

- Our employees are split into teams or shift groups, and these teams or shift groups have been fixed as much as reasonably possible so that where contact is unavoidable, or accidental, then interaction occurs between the same group of people.

5. Coming to work and leaving work

- We have provided either hand-washing facilities, or hand sanitisers at all entry and exit points.
- We are reducing congestion, by having more entry points to the workplace.

6. Moving around buildings and worksites

- We have used signage such as ground markings and been creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.
- We have separated the site into different working zones to keep different groups of workers physically separated as much as practical.
- We have increased workspace in the factory through the purchase of a temporary warehouse. Making social distancing easier.

7. Making the main workplace safe for people who work statically

- We have changed layouts to allow people to work further apart from each other and the 2m distancing rule is adhered to in most cases.
- Only where it is not possible to move workstations further apart, we will we arrange people to work side by side or facing away from each other rather than face-to-face.
- Furthermore, where it is not possible to move workstations further apart, we will use screens to separate people from each other.

8. Keeping the workplace clean

- We are cleaning our work areas and equipment on a frequent basis, between uses, using our usual cleaning products.
- In addition, we are also frequently cleaning objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.
- If we have a known, or become aware of a suspected case of COVID-19 in the workplace then we will re-evaluate these systems and refer to the specific guidance for clean down from Gov.uk

9. Hygiene – handwashing, sanitation facilities and toilets

- There are signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
- Also providing regular reminders and signage to maintain hygiene standards
- There is hand sanitiser provided in multiple locations within the workplace including in our washrooms.
- We have clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhanced cleaning has been adopted for busier areas such as break rooms.
- The use of gloves and facemasks have been considered but not deemed appropriate control measures

10. Common occupancy areas

- We are staggering break times to reduce pressure on break rooms or places to eat
- We are promoting the use of safe outdoor areas for breaks
- We have created additional space by using the training room as an additional canteen
- We have reconfigured seating and tables to maintain spacing and reduce face-to-face interaction
- All personnel who use a common area is required to sanitise all shared items pre/post use to avoid the possible transmission of the virus

11. Meetings

- We are utilising remote (electronic) working tools to avoid in-person meetings.
- We will avoid transmission during meetings, e.g. avoid sharing pens and or other objects.
- We are providing hand sanitiser in meeting rooms.
- We are holding meetings outdoors or in well-ventilated rooms whenever possible.

12. Manage visitors/contacts

- Where visitors are required to attend the sites are required, site guidance on social distancing and hygiene will be explained to visitors on or before arrival.
- We are encouraging visits via remote connection/working where this is an option. We will limit the number of visitors at any one time.
- We continue to maintain a record of all visitors (for fire evacuation purposes).

13. Providing and explaining available guidance

- We have placed signage at entrances to the worksite to remind the public and workers to maintain social distancing and good hygiene
- Those who have any concerns are requested to speak to their link manager ASAP

14. Delivery to site – Inbound and Outbound Goods

- Good inwards has sufficient space minimise person-to-person contact during delivery. When possible, we are encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.
- We will continue to enable delivery drivers to access welfare facilities when required, consistent with other guidance such as hand hygiene.

15. Company delivery drivers & work-related travel

- We are minimising non-essential travel – and always considering remote options first.
- These workers operate in single occupancy cabs which are wiped at the start/end of each shift.



- Hand sanitisers are provided in all company vehicles.
- Face masks are provided for use only if the customer premises warrant/ require them to be worn.
- Drivers have received the same guidance as other workers on these various precautions.

Signed: 

Date: 03/02/2022

David Roberts (Managing Director)