

# COVID-19 RISK ASSESSMENT : SPLIT SHIFT SYSTEM



**PURPOSE:** COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.



**HAZARD:**  
**Safe distancing**  
**Spread of COVID-19 Coronavirus**



**Assessment carried out by:** Alan Richardson  
**Date carried out:** 15.05.20  
**Date Reviewed:** 05.01.21  
**Frequency of review:** As required

| WHO MIGHT BE HARMED                 | CONTROLS REQUIRED   | ADDITIONAL CONTROLS   | ACTION BY             | ACTION DATE  | DONE |
|-------------------------------------|---|---|-----------------------|--------------|------|
| Factory operative(s) and management | <ol style="list-style-type: none"> <li>1. Introduction of two shift system to reduce numbers in factory at any one time.</li> <li>2. Staggering of the two shifts start and finishing times so no potential for cross contact.</li> <li>3. Car park adjustment made for this distancing.</li> <li>4. Separate entrance and exit routes into factory.</li> <li>5. Hand washing to take place as per government guidelines on arrival and departure.</li> <li>6. Distance marking in place at clocking in machine.</li> <li>7. Temperature check taken at start and end of shift</li> </ol> | <ol style="list-style-type: none"> <li>1. No individual operative shift changes without 7-day isolation.</li> <li>2. Complete shift rota system to take place on weekly basis.</li> <li>3. Routes to be marked with markings.</li> <li>4. Person taking temperature to wear face visor. See separate procedure. Table kept for results</li> </ol> | Production Management | 5th Jan 2021 |      |