

Risk Assessment

Activity / Operation / Task / Area		Risk Assessment No.
COVID-19 (Coronavirus) Pandemic		RA024
Category	Performed By	Date Assessed
Business Continuity	Tom Hoyle	17/06/2020

Likelihood vs. Severity Calculation Values				
Score	Likelihood	Severity	Risk Score (likelihood x severity)	
1	Likely to occur monthly	Minor injury (<1 day absent)	1 - 2	Low Risk (L)
2	Likely to occur weekly	Major injury (>1 day absent)	3 - 5	Medium Risk (M)
3	Likely to occur daily	Death	6 - 9	High Risk (H)

Low Risk	Medium Risk	High Risk
No action required (monitor)	Action required within 1 month	STOP - Immediate action required

Who is at risk?	Employees, Contractors, Customer Representatives, Supplier Representatives, Delivery/Courier Drivers
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On the left, describe the hazards that are present as a result of performing the activity / operation / task, or working in the area. Assess the likelihood and severity of each hazard and calculate the Scenario Risk Score.

On the right, describe the measures that are currently in place to mitigate the risk (not required if hazard has a Low Risk Score (1 - 2)). Assess the likelihood and severity of each hazard after the risk has been mitigated and calculate the Residual Risk Score.

Hazards	Scenario Risk				Controls in place to mitigate risk	Residual Risk			
	Likelihood	Severity	Risk Score	Risk Level		Likelihood	Severity	Risk Score	Risk Level
Condition of machinery resulting from prolonged non-use	3	1	3	M	- All machinery switched on, tested, and condition assessed. - Contractors brought in to provide servicing for any machinery that is not operating as it should. - Machinery calibration performed to ensure operation within parameters	1	1	1	L
Contraction of Legionella resulting from prolonged standing of water in water system	3	3	9	H	- All taps run for 45 minutes - Hot water system fully emptied and refilled	1	1	1	L
Condition of pressure vessels	3	2	6	H	- Pressure vessels tested by third party. - Argon system re-filled	1	1	1	L
Cleanliness and Sanitisation of facilities	3	1	3	M	- Ladies toilets (shop floor) to remain closed until female shop floor staff return to site. - Agreement made for cleaners to carry out full clean of toilets each night (previously once per week). - Drinking water facilities refreshed. - Microwaves and fridges cleaned. - Full clean and sanitisation of vending & coffee machines carried out by third party.	2	1	2	L
Condition of cleaning & lubrication oils	3	2	6	H	- All oils tested for contamination and condition, replaced where necessary	1	2	2	L
PPE availability	3	2	6	H	- Current stocks of PPE are adequate for limited time. - Orders placed for PPE to ensure replenishment prior to depletion. - Additional PPE (paper suit, face mask, face shield, gloves) available for First Aider	2	2	4	M

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Risk Assessment Continued

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Availability of personnel resources	3	3	9	H	- Considerations for required personnel made to ensure maximum operation with minimum number of employees on site. - First Aider is on site at all operation times.	2	1	2	L
Customer/Supplier Expectations	3	1	3	M	- Communications to customers/suppliers made to update them with dates of operation cessation and re-commencement. - Email signature banner applied to provide key updates to contacts.	1	1	1	L
Airflow & Extraction Units	3	2	6	H	- Use of industrial and personal fans have been prohibited in the factory and office environments to prevent excessive airflow. - Airflow around mandatory extraction units has been assessed by using basic smoke testing equipment. Airflow demonstrated as having no excessive impact caused by extraction units.	1	3	3	M
Site Security	3	1	3	M	- Checks on facilities maintained during shut-down period. - Security camera confirmed operational. - Rear gate permanently locked	2	1	2	L
Transmission of COVID-19	3	3	9	H	See additional control sheet. Residual Risk Rating cannot be reduced.	3	3	9	H
Scenario Risk Score					Residual Risk Score				
H					H				

Further Control Required			
Any hazards with a Medium or High Residual Risk Score must be addressed within the time frame above.			
Control Measure Required	Responsible	Implementation Due By	Date Completed
Produce COVID-19 Handbook to include (at least) the following: - Info on staggered breaks - Arrival/Departure procedure - Promotion of cycling/walking - Increased hygiene measures (eg. hand washing) - Use of hand sanitisers at doors - Regular Cleaning procedures - What to do if suffering symptoms - Car sharing & Public Transport advice	Tom Hoyle / David Miles / Paul Bright	12/06/2020	COVID-19 (Coronavirus) Protection Handbook published 01/06/2020, distributed to all staff returned and returning to work. Controlled Document Sheet produced to track distribution
Remote Working Risk Assessments	Tom Hoyle	12/06/2020	Home Working DSE Checklist distributed for completion by all employees capable of working from home. Responses pending
Mark flooring to designate working areas	Tom Hoyle / Paul Bright	12/06/2020	Floor marking trial proved that no value would be had in marking 2m distances from machines. Not all machines/work areas are used at the same time, TH & DM agreed that social distancing regarding use of machinery/equipment can sufficiently be managed by department heads, and individuals
Source headsets for remote workers, and webcam for boardroom	Tom Hoyle / Paul Bright	29/05/2020	Further investigation identified that headsets were not required for remote workers, all laptops are equipped with microphones and speakers. Headphones can be worn if required. Video conferencing hardware (webcam and speaker phone) purchased for boardroom 12/06/2020, installed 15/06/2020
Introduce signage for the following: - Entrance restrictions (main entrance, clock machine entrance) - Goods Inwards - General Info - Updated H&S Info for clock machine entrance - One Way Systems - Personnel limitations for boardroom and toilets - Areas with only limited access points/gangways	Tom Hoyle / David Miles	Printed Signage by 29/05/2020 Permanent Signage by 12/06/20	Signage produced and implemented 05/06/2020. Signage requirements continually reviewed/considered for any additional requirements as required

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<p>Designate drop-off/pick-up points for materials & work in progress</p>	<p>Tom Hoyle / Paul Bright</p>	<p>12/06/2020</p>	<p>As with floor marking, pick up and drop-off points for materials proved unnecessary.</p> <p>Most work is not directly transferred from person to person; it is left in the next required department. This common practice prevents the need for handling materials with a risk of contact with others and therefore negates the need for specific areas</p>
<p>Install hand sanitiser at fire doors</p>	<p>Paul Bright / David Miles</p>	<p>29/05/2020</p>	<p>5x hand sanitiser stations have installed 08/06/2020: 1x clock card entrance to shop floor 1x office entrance to shop floor 1x main reception entrance 1x ground floor office 1x mezzanine entrance (top of stairs)</p>
<p>Develop & update the goods inwards procedure to account for COVID-19 preventive measures</p>	<p>Tom Hoyle</p>	<p>29/05/2020</p>	<p>Goods inwards procedure is in update but has developed to include more than just COVID-19 preventive measures, publication pending</p>

Required Personal Protective Equipment (PPE)									
	<input type="checkbox"/> Dust Mask		<input type="checkbox"/> Visor		<input type="checkbox"/> Overalls		<input type="checkbox"/> Footwear		<input type="checkbox"/> High Vis
	<input type="checkbox"/> Respirator		<input type="checkbox"/> Goggles (BS EN 166 A/B)		<input type="checkbox"/> Gloves		<input type="checkbox"/> Hearing Protection		<input type="checkbox"/> Hard Hat
<p>PPE is to be used as for standard operation, any additional requirements are specified individually</p>									

COVID-19 Transmission Control Measures

		Actions Taken Prior To Re-Opening	Further Controls Required
Social Distancing	Coming To Work, Taking Breaks, and Leaving Work	<ul style="list-style-type: none"> - Staggered tea and lunch breaks introduced to reduce congestion - Doors are propped open (including fire doors - an alternative option must be identified urgently) 	<ul style="list-style-type: none"> - Introduce procedure for arriving at, and leaving work (including hand washing, clock card usage etc) - Promote walking/cycling to work, and avoiding public transport where possible - Install hand sanitiser on both sides of fire doors; hand sanitiser to be applied by employees before using door. <i>This will enable fire doors to be kept closed</i> - Provide guidance on use of vehicles where single occupant cannot be avoided (eg. car sharing, company vehicle transportation)
	Working From Home	<ul style="list-style-type: none"> - Access to network, and equipment provided for those whose role can be carried out remotely - Employees who can work from home are encouraged to do so - Microsoft Teams utilised by employees, allowing quick and easy communication 	<ul style="list-style-type: none"> - Carry out Remote Working Risk Assessments
	Work Stations & Areas	<ul style="list-style-type: none"> - Requests for office staff to return to work are controlled to allow suitable social distancing measures in both office and factory environments - Working areas on factory floor have been assigned to prevent face-to-face working - Spare enclosed offices have been allocated to provide increased social distancing - Ground floor office layout reviewed and measures put in place to enable safe social distancing. 	<ul style="list-style-type: none"> - Mark floor with main working area, and 2m radius around for work stations that are next to walkways

		Actions Taken Prior To Re-Opening	Further Controls Required
Common Areas	Common Areas	<ul style="list-style-type: none"> - Access to canteen area has been prevented - Smoking is temporarily permitted outside the smoking shelter (whilst still adhering to law) to ensure social distancing (employees are requested not to spread unnecessarily far, and to be vigilant with appropriate disposal of cigarette ends) - Toilets are limited to 2 individuals at any one time 	<ul style="list-style-type: none"> - Identify and implement means of controlling maximum number of individuals using toilets
	Meetings	<ul style="list-style-type: none"> - Meetings are held using Microsoft Teams - Board Room provides enough space for 3 individuals practicing social distancing "Piped" Radio ceased to enable easier communication from appropriate social distance on factory floor 	<ul style="list-style-type: none"> - Provide headsets to employees to allow improved use of Microsoft Teams - Introduce signage to Boardroom specifying maximum number of persons. Remove additional seating to ensure no more than maximum number can be present - Introduce webcam facility to Boardroom
	Movement of People	<ul style="list-style-type: none"> - One Way system has been introduced at ingress/egress points to factory (clock machine, and office) - One Way system introduced through Mezzanine (entry by laser, exit by fettling) - All employees instructed to minimise movement where possible 	<ul style="list-style-type: none"> - Upgrade signage to include "COVID-19 Protection Measure" information - Introduce access limitations through main reception door
	Materials Handling	<ul style="list-style-type: none"> - Employees instructed to maintain social distancing whilst handling materials with others - Employees instructed on safe 2-person lifting. Fork Trucks & Pallet Trucks to be utilised as much as possible 	<ul style="list-style-type: none"> - Introduce drop-off/pick-up points for materials & WIP to ensure safe transfer between departments
	Personal Hygiene	<ul style="list-style-type: none"> - Employees are encouraged to wash their hands thoroughly - Hand sanitiser has been made available at a number of points throughout office and factory 	<ul style="list-style-type: none"> - Introduce regular "hand washing" times - Introduce sanitisation areas around the factory and offices

		Actions Taken Prior To Re-Opening	Further Controls Required
Hygiene & Cleanliness	Cleaning & Sanitisation	- Vending machines have been fully cleaned and sanitised prior to re-opening	- Introduce regular cleaning activities to ensure work areas are kept clean - Fork Lift operators to be assigned a fork lift. Cleaning procedures to be implemented for fork lift trucks.
	Site & Machine Maintenance	- Water sytem fully flushed through - Machinery turned on and assessed prior to site re-opening. - Servicing companies brought in where necessary to ensure smooth running at time of re-opening	- Introduce regular maintenance activities (performed by employees) to reduce breakdowns, and the potential for external maintenance services

		Actions Taken Prior To Re-Opening	Further Controls Required
Personnel Protection	Employee Information	<ul style="list-style-type: none"> - Induction carried out by Paul Bright when employees return to work following furlough, or on site for first time following working remotely 	<ul style="list-style-type: none"> - "COVID-19 Response" document to be produced, informing all employees of the measures taken, and the expectations for safe working practices - Signage to be introduced to provide information on safe practice (utilise Government Guidelines signage)
	Site Visitors	<ul style="list-style-type: none"> - Site Visitors not permitted until further controls have been implemented - Site attendees required for maintenance and service provision are instructed on protocols on arrival - Web Conferencing software (Microsoft Teams, Zoom) is available for communication with customers 	
	External Transport Personnel	<ul style="list-style-type: none"> - Deliveries are intercepted on arrival, drivers given instruction (not sustainable action) 	<ul style="list-style-type: none"> - Introduce signage and barrier at goods inwards entrance to provide external drivers with protocol to follow - Introduce Goods Inwards procedure, and assign responsibilities
	High Risk Individuals & Employee Welfare	<ul style="list-style-type: none"> - Specific PPE (gloves, anti-bacterial gel, paper suit, face mask) provided at First Aid area. Andy McKay has agreed to continue acting as First Aider provided this PPE is maintained - Employees practicing self-isolation and/or shielding are encouraged to continue doing so until they are advised, and feel happy to cease self isolation/shielding 	