

## RISK ASSESSMENT & SAFE WORKING PROCEDURE



Ref No	C1	Dept / Area	Padley & Venables			Original Date	9th April 2020			
Coronavirus (updated with latest Government, Public Health & HSE advice)						Updated	14th May 2020			
						Updated	14th Oct 2020			
						Updated	19th Jan 2021			
						Updated	11 February 2021			
						Latest Review	17 March 2021			
Activity / Task	Covid Controls all areas				Assessor(s)	T Shaw				
RISK RANKING			Low Risk 1 - 8		Medium risk 9 - 12		High Risk 13 - 25			
a.	Rank the Hazard (S)	Minor Injury No - Time Lost (1)		Minor Injury - Time Lost (2)		7 Day Injury (3)	Major Injury (4)		Fatal Injury (5)	
b.	Determine the likelihood of that injury occurring (L)	No Chance (1)	Unlikely (2)	Possible (3)	Likely (4)	Definite (5)				
c.	Calculate the level of risk (risk rating) (T)	Hazard x Likelihood eg Major Injury x Possible = 4 x 3 = 12 (Medium Risk)								
Work Area - <i>select hazards found and mark level of risk</i>		S	L	T	Controls			S	L	T
Who can be harmed by Coronavirus: Employees, contractors, site delivery/collection drivers and visitors.					See below for specific measures					
1	Extremely vulnerable persons advised to shield by Government	4	3	12	Employees advised to shield or either working from home or furloughed. Their work areas is reviewed before returning to work and any possible measure put in place. Screens fitted reduced contact where possible with visitors or colleagues. Regular mental health / welfare checks.			4	2	8
2	Clinically or ethnic minority vulnerable person	4	3	12	H & S Manager to undertake a specific risk assessment for clinically, ethnic minority or pregnant employees and if necessary review their employment position and allow to work from home if possible, re-deploy to alternative positions where they would be working on their own. Re-affirm standard safe distancing and cleaning measures. If possible identify additional measures to suit the specific individual.			4	2	8
3	Communication of Government & Company Coronavirus controls & information				Number of memo's issued, Government and internal posters/notices displayed throughout the works and specific covid training tool box talk undertaken.					
4	Contact coronavirus (hand washing facilities)	4	3	12	Employees advised to wash hands when arriving for work notices at external doors. Regularly wash hands for 20 seconds, Production facilities include light soap, heavy duty soap, fragrance free soap and pre/after work creams, in addition to hand sanitizer in areas where washing facilities not immediately available (all external entrances and shared work stations, offices). Hand sanitiser provided in toilets in addition to soaps. Standard health surveillance includes skin checks if frequent cleaning is causing health issues.			4	2	8

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4b	Works showers/toilet cubicles/urinals	4	3	12	Number of showers, toilet cubicles and urinals in use have been reduced to minimise the number of employees in the area and to assist with social distancing. One way system in main welfare facilities. The company did reduce the number of cubicles in the works facilities to minimal numbers as per welfare regulation as advised by Local Environmental Health Dept. However this led to a build up of staff in the area queueing and an increase of transmission risk. Therefore all works facilities cubicles were re-instated and windows opened on lock to ensure good ventilation and a sign erected to state that they must be left in this position.		4	2	8
5	Confirmed positive Covid employee	4	3	12	On notification of an employee confirming a positive test result, (employee must be isolating) if applicable work area/equipment to be cleaned. Any close contact is to be identified and notified internally. A review of the contacts current Covid measures will be undertaken and additional measures introduced as required. As per Government guidance/instruction the contact employee is to isolate when notified by Track and Trace.		4	2	8
5b	Employees reporting to work displaying symptoms or if someone in their household is displaying symptoms	4	2	8	Managers/Supervisors to direct employee to NHS 111 if displaying symptoms, employees to leave site ASAP. Depending on when notified, type of work area/equipment may be cleaned. Government posters on coronavirus symptoms placed on notice boards.		4	2	8
6	Contact coronavirus from employees touching communal surfaces such as door handles etc	4	2	8	Employees to clean hands on arrival at work and after each toilet visit and before handling food. More frequent cleaning of doors/welfare facilities undertaken, site cleaner moved from part time to full time for additional clening duties. Antiviral cleaning products used. Where possible doors wedged open to minimise surface contact. Hot desking avoided. Anti bacterial wipes at key locations for additional cleaning. Due to nature of normal production work activities most occupations require wearing of hand protection. Advised not to touch face with gloves etc.		4	1	4

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7	Face Coverings			0	The Government and HSE have stated "Workplaces should not encourage the precautionary use of extra PPE to protect against COVID 19 outside clinical settings". Research from the World Health Organisation showed that where masks were recommended for prolonged periods of time, some wearers failed to maintain good handwashing practices or follow social distancing policies, putting others at risk. Public Health England (PHE) state that If you're fit and well, with no symptoms, there's no evidence that wearing facemasks as a general prevention measure is helpful. The company will support employees if they choose to wear one within the premises. Although employees must still adhere to government social distancing policy. Face mask or face mask and a face shields should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield.				0
8	Social distancing (Gatherings of people, welfare facilities/clocking station)	4	3	12	Staggered breaks and start/finish shift times introduced to prevent congregation at welfare facilities, clocking station and changing areas. Floor markings on floor at 2m distance for aiding queue at clocking station. None essential meetings cancelled or arranged remotely (Video/Telephone conference etc). Only minimal essential attendees for meetings and social distancing maintained. Various notices reminding employees of social distancing. All areas, including offices to be well ventilated (doors or windows opened or periodically opened (5 mins in hour guidance by HSE web site for workplace temperature requirements in cold/winter periods).		4	2	8
9	Non essential work, work that could be undertaken at home	4	2	8	Where possible staff who are able to work from home advised to do so. Metal health/welfare checks undertaken.		4	1	4

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<i>- select hazards found and mark level of risk</i>										
10	Visitors to site	4	3	12	Minimised visits, stopped non essential. In addition to external doors, hand sanitizer placed in Reception, Contractors signing in station, Despatch and Goods in departments for visitors to site. Specific Covid questionnaire used. Specific individual wc (disabled toilet) allocated to Contractors for their use to minimise contact with workforce. Face mask or face mask and face shield required to be worn.			4	2	8
11	Safe distancing (Offices)	4	3	12	Where possible home working undertaken. Employees encouraged to ensure sufficient space between desks, Desks/chairs moved accordingly. No hot desk or close proximity working. Advised to keep visiting employees at a distance i.e. notice placed at office door entrance etc. Government advice is COVID 19 cannot survive on letters, parcels etc. Perspex screens added where applicable and also for frequently visited offices.			4	2	8
12	Safe distancing (Lab)	4	3	12	Currently two - three occupants. Screens erected between work stations. Offshot lab to be used for third employee on return to work.			4	2	8
13	Safe Distancing (Painter)	4	2	8	Single operator, more than 2 metres from others			4	1	4
14a	Safe distancing (Demo despatch)	4	3	12	Two operators, should be able to achieve 2 metre social distancing most of time with occasional breach. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Face mask or face mask and a face shields should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield. Not possible to fit screens.			4	2	8

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14b	Safe distancing (Goods out despatch)			4	3	12	Two operators, should be able to achieve 2 metre social distancing most of time with occasional breach. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Face shield and face covering issued (not possible to fit screen). Lorry drivers to use hand sanitizer before entering site passing paperwork etc		4	2	8
14c	Safe distancing (ATF despatch)			4	2	8	Single operator working within ATF building.		4	1	4
15	Safe distancing (Carb Team)			4	3	12	Three man team mainly working as a one and a two man team. Can achieve 2 metre social distancing most of time but for unloading some products from hangers will/may require two people. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Face mask or face mask and a face shield should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees issued with face covering and a face shield. Not possible to fit screens to work area.		4	3	12
16	Safe distancing (inspectors)			4	2	8	single operator mainly at own work station or moving/checking products around section, should be able to achieve social distancing		4	1	4
17	Safe distancing (straighteners)			4	2	8	Operators at own work station more than 2 metres from others		4	1	4

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18	Safe distancing (Forge large convac, two man operation on long bars)	4	3	12	Operators are approx more than 2 metre social distancing due to work process/size of bars. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Due to hot bar movement it is not possible to install screens. Face mask or face mask and a face shield should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield.		4	2	8
19	Safe distancing (Demo Saw)	4	2	8	Normally single operator at own work station		4	1	4
20	Safe distancing (shot peene)	4	2	8	Normally single operator at own work station,		4	1	4
21	Safe distancing (let back)	4	3	12	Normally one man operation for smaller products. Two man operation for larger rods, should achieve 2 m social distancing, no face to face contact. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Due to bar movement it is not possible to install screens.		4	2	8
22	Safe distancing (General Labourers/FLT drivers/other)	4	2	8	Normally single operator moving products around site,		4	1	4
23	Safe distancing (Warehouse Saw)	4	2	8	Normally single operator at own work station		4	1	4
24	Safe distancing (warehouse goods in)	4	2	8	Single operator at own work station, may have contact with a second labourer for unloading lorries (one on floor one on rear of lorry) or lorry driver when issuing paperwork, should be able to maintain social distancing. Lorry drivers to use hand sanitizer before entering site passing paperwork etc. Government advice is COVID 19 cannot survive on letters, parcels etc. Due to nature of work hand protection is mainly worn.		4	2	8

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25	Safe distancing (Forge various ops)	4	2	8	Mainly single operators at own work station. Where it requires two man operation latest government advice to be followed • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Face mask or face mask and a face shield should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield. Not possible to fit screens.		4	1	4
26	Safe distancing CNC machines	4	2	8	Single operator at own work station		4	1	4
27	Safe distancing (Maintenance)	4	3	12	Normally single operator at own workshop equipment, if on plant - varies due to nature of work, to maintain 2 metres where everpossible. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible. Face mask or face mask and a face shield should be worn wherever possible for close proximity working (subject to safety issues such as hot working or need for clear communication). All employees have been issued with face masks and face shield. Only two within MEWP's if absolutely essential and face shield/face covering to be worn.		4	2	8
28	Various non CNC machines	4	3	12	Normally single operator at own work equipment (Drill, manual lathe, Miller etc) if two man it is normally for large products/rods should be able to maintain safe social distance. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible		4	2	8

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29	Safe Distancing (Tool Room)	4	3	12	Normally single operator at own workstation / machine. Possible shared use of machines and mentoring of apprentice. Hand protection worn as normal requirements, cleaning of machines, social distancing to be maintained where possible, no face to face required. Latest government advice is • where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible	4	2	8		
30	Safe distancing (Stores)	4	3	12	One employee within stores. Government advice is COVID 19 cannot survive on letters, parcels etc. Avoid direct contact with delivery drivers, hand sanitizer at external door and anti bacterial wipes for delivered goods etc. Distance marker for employees at serving hatch. Perspex screen added to serving hatch.	4	2	8		
31	Site Cleaner (works)	4	3	12	Single operator working on own. Cleaning of welfare facilities (main mess room, wash station, door handles etc) between staggered breaks. Antiviral spray used, well ventilated areas and hand protection worn. Others not in area during cleaning. Pedestrian sweeper is single seated/operation.	4	2	8		
32	Security	4	2	8	Single operator opening/locking site, reduced numbers of others on site. Can social distance. Security issued a single pool car and limited to one designated driver for minimum of one week, cleaning before change to other users. Pool cars, no passengers unless absolutely essential and no other vehicles available. If car sharing undertaken face covering to be worn, maximum seating distance and windows open to aid ventilation.	4	1	4		
33	Company vehicles	4	2	8	Van issued to a single regular driver, security issued a single pool car and limited to one designated driver for minimum of one week, cleaning before change to other users. Pool cars, no passengers unless absolutely essential and no other vehicles available. If car sharing undertaken face covering to be worn, maximum seating distance and windows open to aid ventilation.	4	1	4		



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34	Specific sanitize of an area	4	2	8	Specific foggin machine (large or hand held) used if appropriate, area closed off for minimum of two hours after completion of cleaning. Specific PPE used by operator. Sanitizer is low hazard.			4	1	4
35	Lateral Flow Testing			0	The company has registered and assessed for workplace Lateral Flow Testing but no suitable on site location/facilities available. Home testing for employees to be considered if becomes available.					0