

Risk Assessment No	RA074 COVID - 19
Date of Assessment	20/05/2020 (Updated 12/08/2020)
Assessment Carried Out By	Chris Purchase, Martyn Dellow, Carl Harrington

Persons Affected By The Assessment

Employees	Contractors	Visitors	Public	Young Persons	New And Expectant Mothers	Other
X	X	X	X			X

Object / Activity / Area Being Assessed	Site Safety and Compliance During COVID-19 Outbreak
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Hazards Identified	Control Measures Already In Place
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2. Who Should Go to Work	
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Review the number of staff working on site	<p>Implemented an accident/incident notification process for staff working outside of core hours.</p> <p>Regular calls by managers are still conducted where WFH is in place, but SLT wellbeing is no longer present. Employee work areas are reviewed and additional equipment provided for home working as required. DSE assessments completed for all staffworking from home.</p>
Plan to only have the minimum number of staff on site to operate safely and effectively	
Monitoring the well being of staff working off site	
Provision of safe equipment for all working from home	

2.1 Protecting People at a Higher Risk	
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Providing support for workers around mental health and well being	<p>Staff identified are on WFH duties.</p> <p>Regular site wide communication and deployment checks at SLT level and feedback loops in place.</p>
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2.2 People Who Need to Self Isolate	
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Enabling workers to work from home whilst self isolating	<p>Where applicable, staff that are self isolated have been allocated tasks to be completed at home.</p> <p>Employees who have non direct COVID-19 constraints such as care of dependences have been placed on the official furlough scheme.</p>
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<p>Ensure current guidance is adhered to relating to SSP</p>	<p>UK Government advice on self isolation through 111 is followed at all times to understand the self isolation duration.</p> <p>Twice weekly COVID-19 meeting held at SLT level to review any changes to UK guidance.</p> <p>A clean down process is in place to sanitise a workstation following any potential risk of contamination of COVID-19 following the "COVID-19 cleaning in non healthcare setting guidance"</p>
<p>Review current guidance for people who have symptoms and those who live with others with symptoms</p>	
<p>2.3 Equality in the Workplace</p>	
<p>Ensure everyone in the workplace is treated equally</p>	<p>Overarching control mechanism is the on site ethics advisor. Each individual case assessed on a as required basis with a view to supporting the employee taking Safety 1st and external influences into consideration.</p> <p>Regular site wide communication provided to all employees, Site wide notifications are date time stamped and added to all employee notice boards, it is the responsibility of the local manager to provide updates to employees without access to email.</p>
<p>3.1 Coming to Work and Leaving Work</p>	
<p>Maintain social distancing wherever possible</p> <p>on arrival and departure and ensure hand washing upon on arrival.</p>	<p>Flexible working regime enables natural staggered arrival and departure.</p> <p>Localised signage in place to remind staff of 2 meter guidance. 1 way system implemented in main building with a 1 way system map and clear directional arrows to shows the acceptable path.</p> <p>Parking reviewed and adequate for business size including Motorbikes and cycles.</p> <p>Implemented temperature monitoring (voluntary) at start of shift to identify potential COVID-19 symptoms.</p> <p>Modified clocking in machines to remove touch points and ensuring a non-touch process.</p> <p>Hand sanitisers installed at all entry/exit points?</p> <p>Rule implemented in communal corridors to only have 1 employee at any given time acting to reduce congestion.</p>
<p>3.2 Moving Around Buildings and Worksites</p>	

Maintaining social distancing wherever possible when travelling through the workplace	<p>Where achievable, meeting held over skype rather than face-face.</p> <p>Material delivery and collection by Water spiders only.</p> <p>Rule implemented in communal corridors to only have 1 employee at any given time acting to reduce congestion.</p> <p>1 way system implemented in main building</p> <p>Signage and rules distributed to all employees and located within all corridors and on employee notice boards.</p>
3.3 Workplaces and Workstations	
Workstations are maintaining social distancing guidelines	<p>All reviewed and where possible 2 meter social distancing applied - where this is not possible employees are working back to back or side-side. Protective screens in place to aid Social Distancing as required.</p> <p>The introduction of any non-standard tasks during COVID-19 will be subject to a COVID-19 specific risk assessment.</p> <p>All non critical activities have been removed or delayed to post COVID-19 (non essential facilities as an example).</p> <p>Additional cleaning activities employees using contractor cleaning company and on site temp.</p> <p>Shared areas have clean down process at start and finish , and COVID-19 rules dictate that all work stations should be wiped down at the end of a shift.</p> <p>Cleaning regime implemented for communal tooling.</p> <p>Black boxes only moved by Water Spider and cleaned at delivery point.</p>
Cleaning of equipment to ensure the hygiene of tools in use	
3.4 Meetings	
Reduce transmission due to face to face meetings	<p>Where achievable, meeting held over skype rather than face-face.</p> <p>All regular stand up meetings transferred to Skype meetings.</p> <p>All 1-1's transferred to Skype meetings.</p> <p>All 'All Hands' (All employees) quarterly briefings postponed until after COVID-19</p> <p>Larger group meeting held within outside car parking space to ensure 2 metre isolation.</p> <p>Hand sanitisers are added in all meeting rooms</p> <p>Communal stationary has been removed from meeting rooms and a rule added not to share pens etc. within the business.</p>
To maintain social distancing in meetings	
3.5 Common Areas	

<p>Ability to maintain social distancing whilst using common areas</p>	<p>Rule implemented in communal corridors to only have 1 employee at any given time acting to reduce congestion. 1 way system implemented in main building Staggered break times implemented across all area. Opportunity for employees to go outside at break times. Available space (from those WFH) used to further assist 2 meter isolation. Canteen access is being controlled using time slots, with 2 metres away from any entrance/egress point. Applied Kilovolts understands that there is a potential risk for COVID-19 transfer whilst making tea/coffee etc. Due to the variance in the situation, it is believed that a rule cannot be mandated Only 1 person allowed in the transport van as any given time.</p>
<p>3.6 Accidents, Security and other incidents</p>	
<p>Prioritise safety during incidents, in an emergency employees do not have to stay 2 meters apart if it would be unsafe.</p>	<p>Documented evacuation process in place and is communicated to all staff through the COVID-19 temporary rules. All 1st aiders & Fire Wardens have been provided with additional training in relation to COVID-19, sanitation and social distancing.</p>
<p>4.1 Manage Contacts</p>	
<p>Minimise unnecessary visits to the site</p>	<p>Visitors self assessment form introduced for COVID-19. visitors maintained to a bare minimum and only critical contractors allowed on site and with manager approval. Visitors book in place in reception.</p>
<p>4.2 Provide and Explaining Available Guidance</p>	
<p>To make sure visitors understand what is required to remain safe</p>	<p>Signage placed on doors at delivery points. A Visitor self assessment form combined with the temporary COVID-19 rules is in use fro all visitors before attending site.</p>
<p>5.2 Keeping the Workplace Clean</p>	
<p>To maintain workplace cleanliness and prevent transmission by touching contaminated surfaces</p>	<p>Employer has provided surface wipes and hand sanitiser. Additional cleaning activities employees using contractor cleaning company and on site temp. Shared areas have clean down process at start and finish. should this be expanded to all work stations? Cleaning regime implemented for communal tooling. Contractual cleaning company employed at the end of the day to clean and remove waste. Black boxes only moved by Water Spider and cleaned at delivery point.</p>
<p>5.3 Hygiene, Handwashing Sanitation, Toilets</p>	

Maintain good hygiene through the working day	Signs and posters in place to remind and educate staff around good hygiene and hand washing frequency. Hand sanitisers positioned around the business. Toilets regularly cleaned by cleaning contractor (mid day and evening) Hand dryers have been isolated and "do not use" signs applied.
5.5 Handling Goods and Materials on Site	
Reduce transmission through contact with objects that come in to the workplace	Additional cleaning using contractor cleaning company and temporary staff. Material delivery and collection by Water spiders only including cleaning of tote bins Employees encouraged to increase frequency of hand washing using posters and notices. Company van used only by authorised personnel and a clean down process has been implemented for the start and end of the each journey by a different driver.
6. PPE	
Identify PPE requirements	Governmental guidelines followed around COVID-19 welfare rules, considering the health and safety Hierarchy of Controls. FFP2 face masks provided but not mandated. The introduction of any non-standard tasks during COVID-19 will be subject to a COVID-19 specific risk assessment.
6.1 Face Coverings	
Face Covering requirements	FFP2 face masks provided but not mandated unless defined in a Risk Assessment. If a face mask is provided, then training will be conducted as part of the issuing process.
7.1 Shift Patterns and Working Groups	
Review how work is organised to reduce contact each worker has with each other	Operate a one shift pattern. Temporary implementation of 4 day week to reduce transmission risk into and out of the work environment. Rules implemented around restriction of movement across the site - only critical movement only. Water spiders is performing drop off of material and ensuring clean down at handover.
7.2.1 Work Related Travel	
The avoidance of unnecessary work travel and whist travelling between locations	Rules implemented around restriction of movement across the site - only critical movement only. Company wide ban on all travel. Company van used only by authorised personnel and a clean down process has been implemented for the start and end of the each journey by a different driver.
7.3.1 Communications and Training	

When returning to work ensure workers understand COVID-19 related safety procedures	Regular communication on COVID-19 provided to all employees through the SLT EHS/EIC committee and SLT deployment checks in place. The company has implemented a return to work scheme for those being out of the business (Holiday/Isolation/Furlough/Sick) before an employee can resume work.
7.3.2 Ongoing Communications and Training	
Ensure all staff are kept up to date with safety measures that are being implemented and updated	Regular communication on COVID-19 provided to all employees through the SLT EHS/EIC committee and SLT deployment checks in place.
8. Inbound and Outbound Goods	
Ensure social distancing is maintained when goods enter/exit the site	Implemented signage

Risk = Likelihood x Consequence 4

Likelihood		Consequence	
1 = Very unlikely	<input type="checkbox"/>	1 = Insignificant - no injury	<input type="checkbox"/>
2 = Unlikely	<input type="checkbox"/>	2 = Minor - injury needing first aid	<input type="checkbox"/>
3 = Fairly unlikely	<input type="checkbox"/>	3 = Moderate - lost time injury	<input type="checkbox"/>
4 = Likely	<input type="checkbox"/>	4 = Major - hospital treatment	<input checked="" type="checkbox"/>
5 = Very likely	<input type="checkbox"/>	5 = Catastrophic - death or disabling injury	<input type="checkbox"/>
1 - 4 Acceptable			
5 - 9 Medium (Introduce control measures within 2 weeks)			
10 - 16 High (Introduce control measures within 2 days)			
17 - 25 Unacceptable (Do not start / Continue)			



Further Control Measures Required

Further review of the temporary COVID-19 rules will be conducted in relation to any changes within the governmental guidance - this will be reviewed during the daily COVID-19 meeting.