

Hazard and Hazard effect	Persons at Risk	Risk factor (Likelihood x Severity)	Current preventive and protective (control) measures	Further control measures required (for eliminating or reducing risk as much as possible)	Residual risk factor after control measures have been implemented Likelihood x Severity	Name of person(s) assigned for actioning and Date action to be completed by
<p>COVID-19 can be transmitted from person-to-person at workplaces and in other public settings where people gather in contained spaces.</p> <p>At the time of risk assessment, risk to the UK is 'High' according to Gov.UK.</p> <p>Coronavirus (COVID-19) can affect your lungs and airways.</p> <p>At the time of risk assessment, medical studies have discovered some evidence of airborne transmission although this is not conclusive. Nonetheless, high levels of air pollution could raise the risk of dying from Covid-19, recent research suggests.</p> <p>Some employees may have real concerns about catching the virus; others may have worries about friends or family in high-risk groups.</p>	<p>Fixed-site personnel. Visiting drivers. Other visitors (which may include, for example, maintenance workers).</p> <p>In particular:</p> <ul style="list-style-type: none"> anyone aged 70 or older expectant mothers those with weakened immune systems or pre-existing health conditions, e.g. <ul style="list-style-type: none"> - Diabetes - Neurological condition - Cancer - Chronic lung disease - Hypertension asthma sufferers those returning from trips abroad to high-risk areas 	<p>Likelihood x Severity score: 15 – EXTREME (Possible / Fatal 3x5)</p>	<p>Senior management makes periodic reference to online advice from professional medical bodies/authorities such as WHO and NHS for updates on the situation, as well as to the UK government's specific 'action plan' e.g. 'lockdown' procedure.</p> <p>The Company will collaborate with stakeholders as appropriate to identify any potential issues (e.g. engineers working in areas significantly impacted by COVID-19; supply chain restrictions); and to work together to resolve matters.</p> <p>To help minimise misconceptions, the Company has provided (and continues to provide) its employees with effective communication about the virus including the latest current government advice, and what the business expects employees to do. This is communicated through:</p> <ul style="list-style-type: none"> One-to-one meetings (observing social distancing measures) Noticeboards <p><i>While every possible step has been taken to facilitate employees working from home, much of the workforce remains furloughed.</i></p>	<p>Although a weekly contracted cleaning service is undertaken at the premises, consider carrying out deep-clean before ALL staff have returned to work. Unlike conventional daily cleaning, commercial deep cleaning involves a controlled and structured clean which is more thorough and detailed.</p> <p>On returning to work: make sure employees are clear about what procedure they should follow if they begin to feel unwell, both in the workplace and at home. It could be that some staff require a phased return to their full role, or want to discuss a new working arrangement, especially if their domestic situation has changed because of the pandemic.</p>	<p>Likelihood x Severity score: 6 – MEDIUM (Unlikely / Moderate 2x3)</p>	<p>W***** C***** Line Managers When applicable / Ongoing</p>

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			<p>Work shift start and finish times have been changed (staggered) to help reduce congestion and contact with other staff.</p> <p>All unnecessary travel is eliminated.</p> <p>Those employees who cannot work from home can still travel to work provided they are well and neither they nor any of their household are self-isolating.</p> <p>Employees are encouraged not to use public transport to get to/from work. Employees are informed they should travel to work alone using their own transport. If they have no option but to share transport:</p> <ul style="list-style-type: none"> • Journeys shall be shared with the same individuals and with the minimum number of people at any one time • Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey • Wash hands for 20 seconds using soap and water or hand sanitising gel if soap and water are not available before entering and after getting out of the vehicle • The vehicle must be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces 			

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			<p>The Company has provided increased hygiene measures for employees and visitors, including providing hand sanitising facilities at fixed-site entry points and at workstations.</p> <p>Key protection and hygiene measures will continue to apply to minimise the spread of infection, such as reminding staff about regular and effective handwashing, and providing hand sanitiser.</p> <p>Extra breaks are allowed to let employees wash their hands more often.</p> <p>Enhanced cleaning procedures are in place across the site. For example, employees have been given training to ensure they regularly clean common touchpoints, doors, buttons, handles, equipment etc. using disinfecting products provided (performance is monitored and supervised by line management). Anti-bacterial wipes and cleaning products are used to sanitize goods when transferring them.</p> <p>Employees are required to wipe work surfaces and equipment with sanitising products provided at the start and end of their shift to ensure surfaces are sufficiently disinfected each day.</p> <p>Keypad entry systems have been disabled to help prevent unnecessary skin contact. Doors are kept open and hand sanitizer dispensers installed next to them.</p>			

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			<p>Social distancing measures have been implemented. These include:</p> <ul style="list-style-type: none"> • floor markings • ban on face-to-face working • staggered breaks • wearing of PPE (face mask, face shield, gloves) • access/egress points changed (reduced to enable monitoring) • creating additional workspace to help reduce contact from within the building • directional signage for visitors <p>Factory workstation layout has been rearranged in most instances to ensure workers do not directly face each other. Where two operatives work at a shared factory workstation, the same worker pairing remains at the workstation throughout the shift.</p> <p>Office workstations are arranged so that office workers do not face each other. Face shields, masks and gloves are provided all office employees.</p> <p>The Company requests its fixed-site employees to remain in the building during breaks rather than risk coming into close contact with other persons (e.g. when shopping).</p> <p>The canteen and kitchen have been temporarily closed. Employees are required to bring their own food to work. Break times are staggered to avoid gatherings of employees in rest areas.</p>			

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			<p>The number of people using toilet facilities has been restricted in line with social distancing measures. This is monitored by line management.</p> <p>There is in place a Company ban on 'hot-desking' (sharing a single work desk with others) and pen sharing.</p> <p>Viral transmission may be reduced by decreasing the frequency and length of social interactions and the physical contacts between individuals. Therefore, to reduce close contacts where possible an alternative to face-to-face meetings shall be undertaken, for example:</p> <ul style="list-style-type: none"> • emails/texts • telephone and video calls/conference <p>The Company will ensure there is good ventilation/fresh air circulation at workstations during occupation.</p> <p><i>A report under RIDDOR relating to coronavirus will only be completed when:</i></p> <ul style="list-style-type: none"> • <i>an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence</i> • <i>a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</i> • <i>a worker dies as a result of occupational exposure to coronavirus.</i> 			

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			<p>While there is a 2m distance guideline at fixed-sites, employees and visitors are allowed to breach this ruling during an emergency such as fire evacuation.</p> <p>The primary responsibility is to preserve life. Therefore, first aid will be administered as required. Nonetheless, those involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards.</p> <p>Although there are fewer people coming into the workplace due to some employees being furloughed, first aid cover has not been reduced. There are two trained First Aiders (Mohammed Zubeer Chuhan and Wayne Bell) available for taking charge of first aid arrangements during building occupation.</p> <p>Management keeps in touch with off-site workers to monitor their welfare, mental and physical health, and personal security.</p> <p>A one-to-one return meeting is undertaken with every employee, (where a key focus is on health, safety and well-being) to discuss their current health condition and any adjustments and/or ongoing support needed to facilitate an effective return to the workplace. Opportunity is also provided to ensure each employee is aware of current UK Government advice as well as to communicate the practical measures the Company is taking.</p>			

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			<p>To reduce virus transmission through contact with objects that come into the workplace, visitors MUST:</p> <ul style="list-style-type: none"> • Always follow site social distancing measures / requirements <p>This includes:</p> <ul style="list-style-type: none"> - Visitors must wait off-premises until given permission to enter - One person at a time allowed entry (two allowed upon permission of management) - No entry onto the factory floor or into offices – visitors MUST remain in reception where they will be dealt with from behind a screen. • Practice good hand hygiene when on the premises • Avoid skin-to-skin contact with other persons (facemask and gloves will be provided for use) • Wipe over touched surfaces (including items being delivered) using sanitizing wipes and cleaning products to ensure surfaces are disinfected <p>Where it does not compromise safety, visiting drivers should remain in their vehicle cab during the loading/unloading process.</p> <p>When possible and safe to do so, single workers will load/unload the vehicle.</p>			

Employees are informed of the following protocols:

- **Practice good hand hygiene:** wash your hands with soap and water often – use hand sanitising gel if soap and water are not available. *A rigorous hand-washing scheme includes washing of hands with soap and water often for at least 20 seconds, or cleaning hands with alcohol-based solutions, gels or tissues.*
- **Avoid touching your face**, especially your mouth, eyes and nose if your hands are not clean
- **Limit your exposure to crowded areas**, particularly where air circulation isn't ideal
- **Keep a distance of 2metres (6½ feet)** from others at work and in public
- **Carry tissues at all times** and use them to cover your mouth and nose when you sneeze. Bin the tissue (preferably in a bin with a lid) and wash your hands or use hand sanitizer immediately afterwards. If a tissue isn't available, cough or sneeze into the crook of your elbow rather than your hands. *Covering the mouth and nose when coughing and sneezing (e.g. by using a paper tissue) may mechanically block the droplet transmission that is believed to be the principal transmission mode for COVID-19*
- **Avoid** shaking hands, crowded transport and un-necessary mass gatherings/meetings
- **Avoid contact** with people who are unwell
- There remains **no evidence on the usefulness of surgical face masks** worn by persons who are not ill, therefore this is not advisable. Surgical face **masks should** be reserved for those who have been exposed to **COVID-19** and are showing symptoms of **infection** (e.g. coughing, high temperature, loss of taste or smell). However, a face covering may be worn if it provides the wearer a sense of confidence and safety, although employees are discouraged from wearing a surgical mask in order to safeguard supplies to the NHS for those who show signs of having the virus. **IMPORTANT:** correct respiratory protective equipment (RPE) **MUST** still be worn when safety conditions require it, such as in the event of drilling, spraying, cutting. Any disposable PPE used must be double-bagged after use ready for safe disposal.

- You **MUST** stay away from work and remain indoors and avoid contact with other people if feeling unwell, or if you have symptoms of coronavirus (a high temperature or a new, continuous cough), or if you have been in contact with someone with a confirmed case of coronavirus, even if they feel entirely well, and seek medical advice using the 111 coronavirus service at <https://111.nhs.uk/covid-19/>. Only call 111 if you're unable to get help online – do **NOT** go to a GP surgery, pharmacy or hospital.

In the event of an employee being confirmed as testing positive with coronavirus:

- They **MUST** stay indoors and avoid contact with other people.
- Identify anyone else who may be at risk, such as those persons who have had contact with the infected employee.
- Any person who has had contact with the infected employee shall be isolated from the workplace.
- Follow sick absence policy and return to work procedures
- If practicable, disinfect the areas where the employee worked

If you need help or advice **NOT** related to coronavirus:

- for health information and advice, use the NHS website at www.nhs.uk/ or your GP surgery website
- for urgent medical help, use the NHS 111 online service at <https://111.nhs.uk/> – only call 111 if you're unable to get help online
- for life-threatening emergencies, call 999 for an ambulance

REFERENCE	PERSONS CONSULTED
<p><u>Staying alert and safe (social distancing)</u> Gov.UK (Updated 31 May 2020)</p> <p><u>COVID-19 situation update for the EU/EEA and the UK, as of 1 June 2020</u> European Centre for Disease Prevention and Control (ECDC)</p> <p><u>Lockdown update: All you need to know about new measures</u> BBC News 31 May 2020</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/coronavirus</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/pregnancy-faq.html</p> <p>www.bbc.co.uk</p>	<p style="text-align: center;">W**** C**** M***** E****</p> <p style="text-align: center;">By law, all employees must be made aware of the contents, findings, and recommendations made in this risk assessment.</p> <p style="text-align: center;">REVIEW DATE:</p> <p>This risk assessment is to be reviewed periodically or when the assessment is considered no longer valid, such as in the event of virus outbreak in the workplace.</p>

Review Date	Name of Reviewer	Job Role	Review Date	Name of Reviewer	Job Role