

Risk Assessment Title:		COVID-19		RA Number (also see last page):		77			
Issue date:	17/6/2020	Review Date:	17/6/2021 / UK. Government / Marmon instruction.			Revision Number:	6		
Risk Assessment Personnel / information:		<p>Mark Wynne, Mark Jones, Rachel Lane, Rebecca Noble, Paul Reeves, Chris O’Sullivan, Dave Barnes & Matt Foxall</p> <p>https://www.ecdc.europa.eu/sites/default/files/documents/RRA-sixth-update-Outbreak-of-novel-coronavirus-disease-2019-COVID-19.pdf</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-staff-in-the-transport-sector/covid-19-guidance-for-staff-in-the-transport-sector</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p> <p>working-safely-during-covid-19-factories-plants-warehouses-update-11-may</p> <p>working-safely-during-covid-19-offices-contact-centres-update-11-may</p>							
Description of Work:		All on-site activities.							
What are the Hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)	Hierarchy	Risk Rating			What further action is necessary?	Action by who?	Target Date
				L	S	RR			
Transfer of virus (human – human transmission / object -	Workers, delivery / collection drivers, contractors, visitors and	1. Antibacterial wipes placed at site entrances and strategic locations (e.g. Inspection department, Production office, Warehouse, all FLT’s, works vehicles etc.) throughout the site.	1 / 2 / 3 / 4	2	2	4	1. Ensure stocks are well maintained. 2. Ensure stocks are well maintained.	1. Paul Reeves / departmental manager / supervisor. 2. Paul Reeves / departmental	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing

<p>human transmission)</p>	<p>other persons in the vicinity of the workplace.</p>	<p>2. Alcohol Hand Sanitiser placed at site entrances and strategic locations (e.g. Inspection department, Press shop, office kitchen, Tool Room, Warehouse, works vehicles and works canteen) throughout the site.</p> <p>3. 'Facility Access Agreement & Attestation' form in use to capture travel from restricted countries , people who have symptoms indicative of coronavirus (COVID-19) and visitors to site.</p> <p>4. Social distancing implemented for delivery / collection drivers or visitors from level 2 & 3 countries as stated on CDC.gov website - 'Facility Access Agreement & Attestation' form to be used – where required a safe distance is to be maintained between employees and potential risk (SEE SOP 57).</p> <p>4a. Number of people limited in the Production office (4 max.) and Inspection department (3 max.) Pass off station created outside the Inspection department to minimise the movement of employees).</p>				<p>3. HR to maintain a secure file of completed forms.</p> <p>4. Inform as many site visitors as possible prior to attending site so that disruption / refusal are kept to a minimum.</p> <p>4a. Monitor & review.</p> <p>4b. Staggered start / breaks matrix to be created.</p> <p>4c. Monitor & review.</p> <p>4d. Monitor & review</p> <p>4e. Additional floor tape and signage to be purchased and fitted / displayed.</p> <p>4f. Hi-Viz vest to be ordered / issued.</p> <p>4g. One-way system signage to be purchased and displayed.</p> <p>4h. Lock to be fixed or vacant / engaged</p>	<p>manager / supervisor.</p> <p>3. Rebecca Noble</p> <p>4. All personnel (the person who is managing the site visit).</p> <p>4b. Rebecca Noble / relevant Foreman / Supervisors.</p> <p>4e. Paul Reeves / Maintenance.</p> <p>4f. Paul Reeves</p> <p>4g. Paul Reeves / Maintenance</p> <p>4h. Chris O'Sullivan / Rachel Lane.</p> <p>4i. Paul Reeves / Maintenance.</p> <p>6. Paul Reeves / departmental manager / supervisor.</p> <p>8. Paul Reeves</p>	<p>4b. 5/6/2020 – done / ongoing</p> <p>4e. 12/6/2020 – done.</p> <p>4f. 5/6/2020 – done / ongoing</p> <p>4g. 12/6/2020 – done.</p> <p>4h. 5/6/2020 – done.</p> <p>4i. 12/6/2020 – done.</p> <p>6. Ongoing</p> <p>8. Ongoing.</p> <p>9. 2/6/2020 – done.</p> <p>10. Ongoing</p> <p>12. 2/6/2020 – done / ongoing</p>
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		<p>4b. Break times staggered to minimise number of people in the same area.</p> <p>4c. 12 of 16 canteen seats removed from use.</p> <p>4d. Office staff spread out.</p> <p>4e. 2m spacers added to factory flooring (including shop floor clocking in/out stations).</p> <p>4f. 'Social Distancing' pre-printed Hi-Vis vests worn by all employees.</p> <p>4g. One-way system introduced outside production office and works canteen.</p> <p>4h. Office toilets restricted to one person at a time.</p> <p>4i. Floor marking used in shop floor toilets.</p> <p>5. Deep clean / fogging to be implemented if needed. Office clean identified as service provider.</p> <p>6. Tissues placed at strategic locations throughout the site.</p> <p>7. Work from home policy implemented (where possible).</p>				<p>signage to be displayed.</p> <p>4i. Floor markings to be purchased / fitted.</p> <p>5. Monitor & review.</p> <p>6. Ensure stocks are well maintained.</p> <p>7. Monitor & review.</p> <p>8. Individual gemba board pens to be issued to the all relevant personnel (ensure sufficient stock is maintained).</p> <p>9. Face masks to be located in the surgery.</p> <p>10. Ensure stocks are well maintained.</p> <p>11. Monitor & review.</p> <p>12. All relevant areas to be issued with cleaning facilities.</p>	<p>9. Gemma Cutting</p> <p>10. Paul Reeves</p> <p>12. Paul Reeves / departmental manager / supervisor.</p>	
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		<p>8. Non-sharing of Gemba board pens implemented.</p> <p>9. Face masks added to surgery inventory for the protection of 1st aiders / casualties.</p> <p>10. Face masks / coverings are to be worn where 'social distancing' measures cannot be applied.</p> <p>11. Social distancing screens / side to side and back to back working implemented where 2m distances are difficult to maintain.</p> <p>12. Shop floor touch surfaces (i.e. machine control panels, emergency stop buttons, clocking stations, gauges etc.) are to be cleaned with antibacterial wipes / spray at the start of each shift, when an operator moves onto another machine and at the end of the shift.</p>							
Hazardous substances	Workers, delivery / collection drivers, contractors, visitors and other persons in	COSHH data stored for all products used in control of COVID-19	4	1	2	2	Maintain COSHH files with current MSDS (material safety data sheet) information.	Paul Reeves / Mark Wynne	Ongoing.

	the vicinity of the workplace.								
Potential emergency situations e.g. fire, explosions	Workers, delivery / collection drivers, contractors, visitors and other persons in the vicinity of the workplace.	Alcohol Hand Sanitiser to be placed away from heat source.	3	1	2	2	Monitor & review.		
Human Factors	Workers.	<p>1. If needed work from home where possible.</p> <p>2. Temperature screening (non-contact thermal thermometer) of employees and site visitors (SOP 62).</p> <p>3. World Health Organisation Handwashing techniques displayed in all toilets (shop floor & offices).</p> <p>4. All employees are encouraged to give feedback on the adequacy and / or suitability of safety arrangements without fear of recrimination.</p> <p>5. All employees are instructed to remove themselves from situations / work activities which do not give sufficient protection to themselves or their colleagues.</p>	1 / 4	1	2	2	<p>1. Monitor & review.</p> <p>2. Temperature screening procedure actions from R. Lane meeting dated 28/5/2020.</p> <p>3. Monitor & review.</p> <p>4. Monitor & review.</p> <p>5. Monitor & review.</p>	<p>2. Rachel Lane / Rebecca Noble / Chris O'Sullivan / Paul Reeves / Maintenance</p>	<p>2. 1/6/2020 – 8/6/2020 – done / ongoing</p>

Likelihood (L) x Severity (S) = Risk Rating (RR)

(L X S = RR)		SEVERITY (S)		
		Slightly harmful (1)	Harmful (2)	Extremely Harmful (3)
LIKELIHOOD (L)	Highly Unlikely (1)	1 (Low)	2 (Low)	3 (Medium)
	Possible (2)	2 (Low)	4 (Medium)	6 (High)
	Probable (3)	3 (Medium)	6 (High)	9 (High)

1 – 2	Risk Tolerable - No further action required – work may proceed
3-4	Consider further controls where possible.
5-9	Risk intolerable – additional control measures required before work continues.

Hierarchy of Control

Once the need for control measures has been identified, apply the following principles of prevention in designing these measures:

1. **Eliminate** the hazard
2. **Substitute** with less hazardous processes, operations, material or equipment
3. **Engineering** Controls and re-organization of work
4. **Administrative** controls – including training and use of adequate PPE.

This is intended as a hierarchy since the effectiveness reduces as you work down the list as well as the ease with which control measures are implemented and maintained.

Additional principles to apply in defining control measures:

- Adapt the work to the individual (design of workplace) taking account of individual mental and physical capabilities;
- Take advantage of technical progress to improve controls, e.g. To achieve further automation
- Develop a set of controls that covers technology, organisation of work, working conditions, psychosocial factors and the influence of factors relating to the working environment.
- Give collective protective measures priority over individual protective measures, e.g. restricted access areas such as switch rooms, high noise areas.
- Consider the need to introduce planned maintenance, such as regular extraction system maintenance, servicing of guards and interlocks or lubrication.
- Establish a positive safety culture so that avoidance, prevention and reduction of risks are accepted as the organisation's approach to all its activities.
- Consider the need for emergency arrangements such as alarm systems and back-up controls;
- Develop emergency/evacuation plans and provide emergency equipment as well as training.