

Risk Assessment No: IMS-RA-047

Area/Task:	Preventing the Spread & Impact of COVID-19			Score:	1	2	3	4	5
Assessed By:	RP, CH, CM, TA, SW, TI, SR	Date:	22/04/2020	Likelihood:	Highly Unlikely	Unlikely	Possible	Probable	Multiple
Approved By:	Steven Robinson	Date:	22/04/2020	Severity:	1 st Aid/Property Damage	Up to 3 days Lost Time	Over 3 days Lost Time	Major Injury	Fatality

Risk Rating Score:	Frequency of Review: 1 – 9 = L	Frequency of Review: 10 – 16 = M	Frequency of Review: 20 – 25 = H
L x S = R (X as appropriate)	Annual	6 Months	3 Months

Severity	Likelihood					
		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
5	5	10	15	20	25	

Those Potentially at Risk: (X as appropriate)	Technical staff : X	Maintenance staff: X	Contractors: X	Emergency responder: X		
	Office staff: X	Cleaning staff: X	Visitors: X	Other (specify): X – Family Members		
Significant Hazard: (X as appropriate)	Manual Handling:	CoSHH:	Electricity:	DSE:	Noise:	Other: X - Pandemic

Hazard	Potential Harm	L	S	RR	Control Measures	L	S	RR
Travel to and From Work on Public Transport	Contract / spread of COVID-19	4	5	20	<p>Arrange shift start and finish times that ensure travel during "off peak" hours.</p> <p>Condensed work weeks to Monday-Thursday to reduce travel to and from work by 20%.</p> <p>Voluntary Car Share Scheme with seating arrangements ensuring maximum separation between passengers.</p> <p>Maintain a minimum 2 metre social distancing when travelling to and from site.</p> <p>PPE (Disposable Face Masks, Disposable Gloves and Safety Glasses) available for staff to use on Public Transport.</p>	2	5	10
COVID-19 Symptoms	Spread of COVID-19	5	5	25	<p>Staff who develop symptoms (a high temperature, persistent, dry cough or shortness of breath) must report this to their line manager immediately. If on site avoid contact with surfaces and maintain a minimum distance of 2 metres at all times and leave site as soon as possible.</p> <p>Staff who develop symptoms must self-isolate for the relevant period as recommended by Government guidelines.</p> <p>Daily Temperature readings of personnel using Thermal Camera / Pyrometer / Infrared Thermometer to identify fever (38C or greater). UNDER REVIEW</p>	2	5	10

					<p>Tissues available for use – “catch it, bin it, kill it” philosophy encouraged. Avoid touching face, eyes, nose, and mouth.</p> <p>COVID-19 Information Posters displayed to ensure staff are aware of symptoms.</p>			
Contact with Surfaces (e.g. Door Handles, Printers)	Contract / spread of COVID-19	5	5	25	<p>Hand Sanitizer Station at Main Entrances / Exits. These are for <u>mandatory</u> use when entering and exiting the buildings.</p> <p>Fire Door Retainers in use to prop open fire doors on main thoroughfares without contravening Fire Regulations. Additional doors may be retained by use of a wedge if this does not pose a fire Risk.</p> <p>Main Toilet Doors fitted with a foot opener to allow “hands free” opening.</p> <p>Curtains between Stores and Production removed.</p> <p>Hand sanitizer available at communal Printers.</p> <p>Hand washing facilities with Soap and hot water and paper towels / hand dryers for drying of hands.</p> <p>Hand washing guidance posters (wash hands for 20 seconds with warm water and soap) displayed.</p> <p>Cleaning spray / wipes available. Staff must clean their own workstation before the start of each shift.</p> <p>Enhanced daily cleaning schedule in place for the general facility, carried out by the Cleaners. This does not remove the responsibility from individuals to clean their own workstations.</p>	2	5	10
Contact with other People during working hours	Contract / spread of COVID-19	5	5	25	<p>Remote working from home where this is possible. Any staff working from home must complete the OHS-CFT-011 Home Working Risk Assessment.</p> <p>Note: The control measures of this RA are in addition to specific task-based risk assessments. If in doubt, ask your Line Manager.</p>	1	5	5

				<p>2 metre minimum distance to be maintained at all times while at work.</p> <p>Office</p> <p>Seating arrangements to ensure a minimum of 2 metre separation distance.</p> <p>One way systems implemented when the volume of people onsite increases. When in place this will be identified by floor markings and staff will be informed by their Line Manager.</p> <p>Meeting Rooms</p> <p>The use of meeting rooms should be avoided and non-essential meetings should be cancelled where possible.</p> <p>Considerations should be given to conducting meetings from your desk using virtual meeting software.</p> <p>Where the meeting rooms are used, seating arrangements ensure a minimum 2 metre separation distance and excess chairs have been removed.</p> <p>Production Workshop</p> <p>The EVO, Fan, Pump, and Harness Production cells are spaced to ensure a minimum of 2 metre separation distance is maintained.</p> <p>One way systems implemented when the volume of people onsite increases. When in place this will be identified by floor markings and staff will be informed by their Line Manager.</p> <p>Staggered shift work will be arranged to ensure that only one person at a time works within a Production Cell / Area.</p> <p>Unit 1A Test Workshop</p>			
--	--	--	--	--	--	--	--

					<p>Staggered shift work will be arranged to ensure that only one person at a time works at a Test Rig / Area.</p> <p>One way systems implemented when the volume of people onsite increases. When in place this will be identified by floor markings and staff will be informed by their Line Manager.</p> <p>Application Engineers Worskhop</p> <p>Work should be spaced out to ensure a minimum of 2 metre separation distance is maintained where possible.</p> <p>Staggered shift work will be arranged to ensure that only one person at a time works within a specific area.</p> <p>See Hazard “working in close proximity to others (where unavoidable)”.</p>			
Working in close proximity to others (where unavoidable)	Contract / spread of COVID-19	5	5	25	<p>NOTE: An example of unavoidable working in close proximity is a 2 man lift.</p> <p>A dynamic risk assessment must be carried out where instances of working in close proximity to others is identified.</p> <p>Appropriate PPE as identified in the Dynamic Risk Assessment must be used while working in close proximity to others at all times.</p>	2	5	10
Contact with Surfaces in Shared Facilities(e.g. Microwave, Water Boiler, Benchtops, Refrigerator, Water Cooler, Toilet Facilities)	Contract / spread of COVID-19	5	5	25	<p>Hand Sanitizer Station at the top of the Mezzanine stairs. This is for mandatory use before using the Canteen facilities.</p> <p>Hand washing facilities with Soap and hot water and paper towels / hand dryers for drying of hands.</p> <p>Hand washing guidance posters (wash hands for 20 seconds with warm water and soap) displayed.</p> <p>Cleaning spray / disinfectant wipes for surfaces available to be used before using the canteen facilities.</p> <p>Staff encouraged to bring in packed lunches and bottled water / flasks of tea / coffee to minimise contact with shared facilities.</p>	2	5	10

					<p>Staff encouraged to bring in their own mugs and cutlery for personal use.</p> <p>Pedal Bin in the Canteen to ensure no hands-on contact.</p> <p>Table Tennis Table removed.</p> <p>Staff must wash / sanitize hands before and after using toilet facilities.</p> <p>Enhanced daily cleaning schedule in place for the general facility, carried out by the Cleaners. This does not remove the responsibility from individuals to clean surfaces before use.</p>			
Contact with other People during Break Times	Contract / spread of COVID-19	5	5	25	<p>Staff encouraged to bring in packed lunches and bottled water / flasks of tea / coffee to minimise contact with shared facilities (microwave, refrigerator, etc.).</p> <p>Staff encouraged to eat at their work stations if possible.</p> <p>2 metre distance to be maintained at all times while on breaks or using the canteen facilities.</p> <p>Staggered break schedule for morning, lunch, and afternoon (including smoking breaks). If in doubt, ask your Supervisor.</p> <p>Canteen seating arrangements to ensure a minimum of 2 metre separation distance.</p> <p>One person at a time to be allowed to use the kitchen area (Unit 3D).</p> <p>One person at a time allowed in the kitchen – i.e. 1 in 1 out rule (give way).</p>	2	5	10
Receipt of Deliveries	Contract / spread of COVID-19	3	5	15	<p>Maintain a 2 metre distance from the Delivery Driver.</p> <p>Do not sign for any deliveries – most delivery companies have made arrangements to take photographs of the parcel at the door.</p>	1	5	5

					<p>Anyone receiving deliveries should wash their hands after handling a package. Hand sanitizer is available within the Goods In area.</p> <p>Disposable gloves are available for use if these are preferred.</p> <p>Note: According to current guidance, the risk of COVID-19 from packaging is very low.</p>			
Contact with surfaces (Company Vehicles)	Contract / spread of COVID-19	3	5	15	<p>Where possible, Company vehicles should not be shared (e.g. company cars).</p> <p>Shared company vehicles (e.g. Company Vans) should be used by one driver on any given day, where possible.</p> <p>Shared company vehicles should be cleaned before use by the driver using disinfectant spray or disinfectant wipes.</p> <p>Disinfectant wipes are available in the cabin of each shared company vehicle.</p> <p>Tissues available for use in shared company vehicles – “catch it, bin it, kill it” philosophy encouraged. Avoid touching face, eyes, nose, and mouth.</p>	2	5	10
Mental Health	Anxiety, Stress or Depression	3	5	15	<p>Regular company brief established to ensure ongoing contact and the sharing of current information.</p> <p>Google Hangouts Chats available for the use by all staff to encourage regular contact – whether working on site, remotely, or on furlough.</p> <p>Mental Health and wellbeing awareness provided to all staff, with contact details for third party support provided.</p>	2	5	10
Overall assessment prior to controls		HIGH			Overall assessment following implementation of controls			LOW