

Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Who might be harmed?

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business.

What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Status
<p>Social Distancing</p> <p>People passing in corridors in office and shop corridors, not adhering to social distancing/2m distancing not been maintained in department</p>	<p>Awareness of Government Guidelines for social distancing</p> <p>Floor plan to be created for shop and office.</p> <p>Markings on floor and new signs up for clarity.</p> <p>Continuous reminders to employees of social distancing need/requirement via management – ongoing audits</p>	<p>Homeworking where feasible for office staff to reduce numbers onsite and split shift/furlough scheme utilized to reduce active service technicians to two per shift.</p> <p>Consider corner mirrors installation to see individuals passing from other side as one way system over kill given reduced members of staff.</p> <p>Additional new posters to be added to department public areas.</p>	<p>COVID REPOSE TEAM – (CRT)</p>	<p>05/06</p>	<p>Due to moving location, mirrors now not required – Complete</p>
<p>Social Distancing</p>	<p>Opened up redundant "women's" changing for usage by service</p>		<p>CRT</p>	<p>30/03</p>	<p>Complete</p>

Not being maintained in service technician changing room.	technicians (all male now) and splitting personnel between rooms to minimise contact				
Social Distancing Not being maintained in canteen or toilet areas.	Maximum number of personnel signs added to locations.		CRT	30/03	Complete
Hand Washing Air blown hand dryers in usage in shop floor toilets in addition to disposable towels – could spread infection and not in keeping with guidelines.	Consider turning off and adding signage stating not in usage.		CRT	05/06	Complete
Hand Washing Reusable hand towels in office kitchen – not in line with government guidelines.	Removed hand towels and replaced with disposable hand towel dispenser.	Usage of home working has removed the typical users of the kitchen area.	CRT	21/05	Complete

<p>Hand Washing</p> <p>Not enough opportunities for individuals to access hand cleaning facilities and multiple individuals using dispensers.</p>	<p>Given reduced number of staff consider issuing 100ml hand sanitiser gel to each individual for personal usage and only refilling from local dispensers once depleted where additional precautions can be taken i.e. gloves or cleansing hands immediately after usage.</p>	<p>Some staff on rotational furlough until 01/06 to capture all will require personnel to return.</p>	<p>CRT</p>	<p>05/06</p>	<p>Complete</p>
<p>Wearing of Gloves/PPE</p> <p>Gloves are integral part of shop floor activity and dispensers of nitrile gloves possible source for multiple usage/contamination</p>	<p>Each individual within team asked to take a 100 glove box from stores and write their name on the sides / top of this and retain within their own locker at end of each shift to remove cross contamination potential.</p>		<p>CRT</p>	<p>30/03</p>	<p>Complete</p>
<p>Social Distancing</p> <p>Lunch Breaks multiple individuals congregating at same time.</p>	<p>Stagger lunch breaks when staffing levels are present where this is required.</p>		<p>CRT</p>	<p>30/03</p>	<p>Complete</p>
<p>Cleaning</p> <p>Cleaning of test bay</p>	<p>Shop floor members issued with cleaning wipes/spray to allow cleaning prior to usage.</p>	<p>Impractical to add to cleaning firms rota as not all tools/equipment used daily and would take too long a time to complete –</p>	<p>CRT</p>	<p>30/03</p>	<p>Complete</p>

consoles and communal tooling prior to usage.		better to complete prior to usage in conjunction with regular hand washing.			
Cleaning Office cleaning of desks and equipment impractical due to number of redundant PC stations (recent leaving personnel not replaced) and due to general clutter of paperwork from day to day activities.	All redundant equipment removed from department into spare room or taken away by IT. Introduced policy in office that all paperwork used during a day should be placed back in desk draws where possible or shredded and best usage of dual monitors be used to minimise paper generated.	Office members issued with cleaning wipes to allow self-cleaning of desks and office equipment where required prior to usage in addition to cleaning firms activities.	CRT	30/03	Complete
Social distancing Not maintaining social distancing rules during valve assembly activities	Awareness of Government Guidelines for social distancing. Management activity discuss and limit number of personnel working on each valve assembly and encourage stop job usage/advance planning of jobs where this is felt to not be possible so it can be reviewed and work arounds agreed and or additional risk mitigations implemented.		CRT	Ongoing Weekly / case by case	Ongoing

<p>Mental Health</p> <p>Working from home and furloughed staff suffering from lack of social contact/ feeling informed.</p>	<p>Weekly call with staff to discuss department's tasks and peoples wellbeing. Regular calls with furloughed workers to discuss health and keep in contact.</p>		<p>CRT</p>	<p>Ongoing Weekly</p>	<p>Ongoing</p>
<p>Divers/Outworking</p> <p>Still supporting some land-based UK works with offsite working and anticipate future offshore UK works from August onwards.</p>	<p>Some essential activities within the UK and offshore UK are still being supported</p> <p>Full review of accommodation, travel, PPE, personnel selected, client site mitigations of COVID etc.... as individual risk assessments are being completed case by case</p>	<p>Travel case by case is additionally subject to CEO approval.</p> <p>Foreign travel prohibited at present and being supported by video calls / remote working from home of selected individuals.</p>	<p>CRT</p>	<p>Assessed case by case</p>	<p>Ongoing</p>