

Covid-19 Risk Assessment Assembly and Test (Middle Site)

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 whom?	Action by when?	Status
Spread of Covid-19 Coronavirus	<p><u>Entry and Exit of middle site:</u></p> <p>After the consideration on who is actually needed on site have been taken, the control measures need to be put into place to limit the exposure of those still entering and leave.</p> <p>1. Clear marking on floor to show social distancing 2M</p> <p><u>Clocking in/out:</u></p> <p>1. One way systems</p>	<p>Social distancing markers will lower the chances of congestion at the gates.</p> <p>A one way systems (in through main down, to changing room and out down past the stores) With also repeating this in reverse of</p>	<p>COVID REPOSE TEAM (CRT)</p> <p>CRT</p>	<p>29/05/20</p> <p>29/05/20</p>	<p>Closed</p> <p>Closed</p>

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<p>Spread of Covid-19 Coronavirus</p> <p>Spread of Covid-19 Coronavirus</p>	<p><u>Test bays and Testing of Valves:</u></p> <ol style="list-style-type: none"> 1. Cleaning of Test panel 2. Social distancing on bay 3. Limit numbers within test bay 4. Cleaning of tools before/after use 5. Clean storage cage 6. Social distancing on Flanging of Job 7. Cleaning of hands after handling of paper work. 8. Limit the people working on each valve 	<p>spot, we can remove this and make sure an adequate replacement is available In sunshine meeting, any job where additional PPE may be required should be discussed if no other method can be used to avoid the social distancing aspect.</p> <p>Each bay to have its own cleaning equipment and to be cleaned before and after use. Cleaning equipment will be checked and replaced as and when is needed.</p> <p>Each bay to have maximum numbers of occupancy stated on the outside of it. If excess numbers are required then this should be stated before job has started and full PPE should be available.</p> <p>Every tool should be cleaned (regardless of this is your personal or not) to stop any cross contamination.</p> <p>Flanging of jobs should planned before the valve gets to the test bay. Information should be known on the numbers required to flange the valve and tooling to tighten. If job cannot be achieved by the individual and social distancing cannot be adhered to then the correct PPE will be available.</p> <p>If paper work cannot be removed for the purpose of the job, then cleaning of hands before and after to avoid cross</p>	<p>Testers (All)</p>	<p>On going</p>	<p>2,3,4,5 and 6 closed 1, 7 and 8 ongoing.</p>

What are the hazards?	Controls Required	Additional Controls	Action by whom?	Action by when?	Status
Spread of Covid 19 Middle site A+T	<p><u>Moving around Site:</u></p> <ol style="list-style-type: none"> 1. Added communication around site to lower movements 2. Assigned staff that go between areas. 3. Cleaning station in every working area. 4. Cleaning pallet trucks/ hydraulic trollies 	<p>contamination. By keeping the same people working on the valve we can stop added cross contamination.</p> <p>Added radio, phone calls or planning to avoid unnecessary movement of parts, equipment and people to lower cross contamination.</p> <p>If movement is unavoidable then assign the same member of staff to move between signs regardless of size of the object.</p> <p>Cleaning station in every working area such as main assembly shop, test bay, office and 40" shop. If we have an abundance of cleaning areas the risk of cross contamination will greatly lower. We can also add to the cleaning stations with additional information to keep staff informed. We also need an assigned person to check and refill the stock of cleaning product from each area</p> <p>Pallet trucks and hydraulic trollies to cleaned before and after use, then stored in a central location near a cleaning location</p>	<p>CRT</p>	<p>29/05/20</p>	<p>Closed</p>
	<p><u>Mental Health:</u></p> <ol style="list-style-type: none"> 1. <u>Keeping furloughed staffed informed</u> 2. <u>Checking up on staff in isolation</u> 		<p>CRT</p>	<p>On going</p>	<p>Ongoing</p>

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	<p>3. <u>Making sure people know they aren't alone</u></p> <p><u>First aiders and Emergencies:</u></p> <ol style="list-style-type: none"> 1. First aiders should be kept up to date 2. First aiders show know where the appropriate PPE are kept 3. Staff to know about any changed to evacuation or emergency producers. 	<p>Staff that have been furloughed might feel completely left out the loop on what's going on. An assigned person to give them a call to keep them up to date so they know they are still part of the team.</p> <p>A call to people that are in self/imposed isolation can once again remind them they are still part of the team and no been forgotten about. We can also find out if they are actually infected and provide them with any support or information that might be available to us.</p> <p>Making sure that people know that they are not alone during this time can be a great sense of comfort. We might not like to admit it but we spend more time at work than we do with most of our friends and family. We can make sure that there is a room or just a reminder that people are there to talk to if needs be.</p> <p>An up to date email/ hard copy should be circulated to al first aiders to keep them fully informed on safe actions and also what to do in case of contact with a penitential infected person.</p> <p>PPE with regards to First aiders who be kept at the first aid stations. These should be monitored and restocked accordingly.</p>	<p>CRT</p>	<p>On going</p>	<p>Ongoing</p>

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	<p><u>Assembly Area and Assembly of Valves:</u></p> <ol style="list-style-type: none"> 1. Limit use/ clean communal tooling 2. Social distancing in assembly area 3. Social distancing when working on larger valves 4. Cleaning of hands after handling of paper work. 5. Limit the people working on each valve 	<p>In the case of an emergency or evacuations social distancing should be put second to people's safety.</p> <p>Communal tools to be limited. Remove all unnecessary tooling from assembly area. Fitters should only use their personal tools and allow no one else to use them to reduce cross contamination. Communal tools that are require to stay in assembly area must be cleaned before and after use. Each tooling area to have its own cleaning equipment and to be cleaned before and after use. Cleaning equipment will be checked and replaced as and when is needed.</p> <p>Each fitter to stay 2 metres apart at all times. If excess numbers are required to assembly a valve then this should be stated before job has started and full PPE should be available.</p> <p>Assembly of larger valves should planned before the valve gets on to the shop floor. Information should be known on the numbers required to build the valve. If job cannot be achieved by the individual and social distancing cannot be adhered to,</p>	Fitters (All)	On going	Ongoing

What are the hazards?	Controls Required	Additional Controls	Action by whom?	Action by when?	Status
	<p><u>Paint shop</u></p> <ol style="list-style-type: none"> 1. Social distancing 2. Planning for valves 3. Cleaning tools 4. Limiting paper work 	<p>then the correct PPE will be available. If paper work cannot be removed for the purpose of the job, then cleaning of hands to before and after or use the correct PPE when handling to avoid cross contamination. By keeping the same people working on certain valve we can stop added cross contamination</p> <p>Making sure in the sunrise meeting that valves going into the paint shop been planning for the moving and the blasting/painting to limit the number of staff on the job. If this cannot be achieved then the correct PPE should be made available before the valve enters the paint area. If we cannot remove the paper work required with the valve then we should limit it and make sure hands are cleaned before and after use.</p> <p>Hand cleaning station to be at each door and tool cleaning stations to designated areas.</p>	Painters (All)	On going	Ongoing

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	<p><u>Returning to work (holidays/furlough/isolation)</u></p> <p>1. Returning to work meeting</p>	<p>All staff should be informed of any/all changes that have been made in the time they have been away. Time should be allow for them to read and ask any questions on the changes, as well as any suggestions they might have.</p>	<p>CRT</p>	<p>On going</p>	<p>Ongoing</p>