

HEALTH AND SAFETY RISK ASSESSMENT

RISK ASS No.	COVID 19	Issue No;	8	ACTIVITY	Spread & Prevention COVID 19	LOCATION	SA Thermal Engineering
---------------------	-----------------	------------------	----------	-----------------	---	-----------------	-------------------------------

WHO MIGHT BE HARMED	<ul style="list-style-type: none"> Staff Vulnerable Groups e.g., Elderly Workers, Pregnant Workers, Staff with pre-existing conditions Cleaners Visitors Delivery Drivers Contractors Family members of employees'
----------------------------	---

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
1. Employees' or family members with suspected symptoms whilst at home.	2	4	8	<ul style="list-style-type: none"> If a member of staff has any flu-like symptoms e.g., a new continuous cough, high temperature, loss of taste and smell, they must follow the stay-at-home guidelines and self-isolate until they have recovered from the illness. They must not come into work. Staff should follow normal sickness reporting procedures and therefore it is important they inform their line manager of their illness as soon as their symptoms arise. If a member of staff fails to attend work without notifying their line manager, the line manager or HR will contact them by telephone to ascertain if the member of staff is unwell. If a member of your family show symptoms of COVID19 or has tested positive and you are unvaccinated or not fully vaccinated, you must stay at home. You do not need to self-isolate if you have been double vaccinated. 	1	4	4	None
2. Employee with suspected symptoms whilst on Thermal Engineering site.	2	4	8	<ul style="list-style-type: none"> If anyone becomes unwell with any flu-like symptoms e.g., a new continuous cough, high temperature or a loss of taste and smell in the workplace they will be asked to take a lateral flow test before being sent home. If a member of staff has tested positive for Covid-19, we will identify people who have been in contact with them, and they will be asked to take a lateral flow test. If the test is positive, they will also be sent home and advised to self-isolate and book a PCR test. Line managers / Human Resources will maintain regular contact with staff members during this time. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Employee forum held to inform staff of changes to current procedures and policies when necessary. Line managers or HR will offer support to staff that are affected by Coronavirus or has a family member affected. 	1	4	4	None

HEALTH AND SAFETY RISK ASSESSMENT

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
3. Returning to work following isolation	2	4	8	<ul style="list-style-type: none"> Employees must not return to work until they have completed their period of isolation and all symptoms have gone and they are no longer infectious. The employee must contact Human Resources to discuss their state of health. They will complete a COVID 19 return to work questionnaire over the phone before being allowed to return to work. Once approval has been given by HR / EHS the employee can return to work. HR / EHS will inform the team leader and Production Manager of the return to work of the employee. 	1	4	4	None
4. Poor personal hygiene.	3	4	8	<ul style="list-style-type: none"> Hand washing facilities with soap and warm water are available in all toilet facilities. Thorough and regular hand washing using soap and water for at least 20 seconds is encouraged throughout the workplace. Employees are reminded on a regular basis verbally, also by weekly communications and via team leader / management conversations to wash their hands thoroughly and the importance of proper drying. Staff are encouraged to protect their skin by using the DEB 3 step approach by applying protective pre-work cream, a heavy-duty cleanser, and a post-work restorative cream. Hand anti-bacterial gel sanitisers are available in the main entrance/exits and at various points throughout the premises. Employees are encouraged not to touch their mouth and nose and to turn away from other people and to cover their mouth with their elbow / tissues when coughing or sneezing. Posters are visible at hand washing facilities to reiterate the control measures. 	1	4	4	None
5. Poor control and cleanliness of workstations and premises.	2	4	8	<ul style="list-style-type: none"> Regular cleaning of shop floor computer terminals is to be carried out. Anti-bacterial wipes available in all production and office areas Cleaning daily for areas that are touched regularly particularly in areas of high use such as door handles, reception area, kitchens and canteen using appropriate cleaning products and methods. Non-essential doors are to remain open. 	1	4	4	None
6. Working in local vicinity to work colleagues	3	4	12	<ul style="list-style-type: none"> Work areas have been staggered or repositioned where possible. Protective visors and/or face coverings are advised. Restrictions on the amount of people in small areas e.g., MRB, CMM, FIMET and meeting rooms have been implemented 	1	4	4	None

HEALTH AND SAFETY RISK ASSESSMENT

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
7. Break times, entering, and exiting the premises or when moving around the factory.	3	4	12	<ul style="list-style-type: none"> • Social distancing is advised. • Floor markings have been installed to control pedestrian traffic. • Seating has been arranged to have one person each end of the table. • Floors have been marked on the walkways leading to and from the exits and entrances. • Tea breaks have been staggered to minimise overcrowding in the canteens. • The size of the smoking area has been increased and Internal seats have been marked with tape to allow social distancing. • Toilet facilities reduced to allow social distancing. 	1	4	4	None.
8. Deliveries and despatch of goods.	2	4	8	<ul style="list-style-type: none"> • Procedures are in place for drivers to ensure adequate welfare facilities are available during their work. • Thorough and regular hand washing using soap and water for at least 20 seconds is encouraged throughout the workplace. • Hand anti-bacterial gel sanitisers are available in Despatch and Goods-in for use by both employees and drivers. • Face coverings and/or visors are advised. 	1	4	4	None
9. Visitors and Contractors.	3	4	12	<ul style="list-style-type: none"> • Visitors and contractors are only allowed on site if they have completed a visitor screening questionnaire. • Contractors are only allowed on to site for job critical emergencies. The wearing of face coverings or visors is at their discretion; however, we advise employees to wear face coverings and maintain social distancing. • All contractors are managed by their respective contact, Facilities Manager and/or Maintenance Supervisor / EHS. • Social contact e.g., handshaking is not advised. • Face coverings are advised when purchasing food from the sandwich van due to van operator visiting other sites. 	1	4	4	None
10. Mental Health and wellbeing of all employees.	2	4	8	<ul style="list-style-type: none"> • All employees working or isolating and working from home are encouraged to produce a daily schedule of tasks to keep them mentally and physically healthy whilst at home. • Regular telephone contact with furloughed personnel and personnel in isolation is carried out by HR. • Managers are in regular contact with staff working from home via email, video conferencing and telephone. • Mental health and wellbeing guides have been posted to furloughed personnel and personnel in isolation. Guides are also on the company intranet. 	1	4	4	None

HEALTH AND SAFETY RISK ASSESSMENT

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
11. Administering first aid.	3	4	12	<ul style="list-style-type: none"> When possible, treatment for cuts and minor injuries will be attended to by the injured party under the direction of the First Aider. A face shield or face covering is advised when administering first aid. An ambulance will be called following any serious injury or suspected life threatening incident e.g., heart attack, stroke. If lifesaving intervention is required, first aiders will treat the casualty in the way they deem to be most appropriate but must not carry out mouth to mouth. 	1	4	4	None
12. Working away & Travelling (business & training)	3	4	12	<ul style="list-style-type: none"> All domestic travel must be approved by company CEO All overseas travel must be approved by divisional CEO No more than 2 employees in a single vehicle when travelling. Face coverings are advised. Avoid public transport. Video conferencing / telephone when practicable. If public transport cannot be avoided, face coverings must be worn. Certain medical conditions are exempt from this rule. PPE & hand sanitiser will be provided. 	1	4	4	None

		Likelihood				
Risk Rating (L x S = R)		Unlikely to Occur (1)	It May Occur (2)	Is likely to Occur (3)	It will Probably Occur (4)	Is almost Certain (5)
Severity	(5) Death Loss of Business ... Multiple Fatality	5	10	15	20	25
	(4) Major Injury Major Loss of Process or Single Fatality.	4	8	12	16	20
	(3) Lost Time Loss of Process or RIDDOR reportable (Major Injury, Over 7 days. Dangerous Occurrence, Disease)	3	6	9	12	15
	(2) Minor Injury Loss of process or non-reportable significant injury	2	4	6	8	10
	(1) Trivial Damage to plant or equipment or minor injury	1	2	3	4	5

Risk Rating 20 or over	Review by Operational Director / EHS if risk can be modified or reduced. Avoid Immediate action must be taken to reduce the residual risk to an acceptable level
Risk Rating 15 – 16	Review by VSM / Engineering Quality / EHS in order that Risk may be: Modified / Reduced Must be reduced to 8 or less within 3 months of the Assessment Date
Risk Rating 8 – 12	Review by VSM / Manager / Team Leader in order that: The task can be modified Further control measures implemented; refer to Operational Director Acceptance Reviewed within 1 year of the Assessment Date
Risk Rating 4 – 6	Review by Team Leader / Manager / Safety Representative. To confirm the risk rating. Whether risk can be further modified. Formally accept the Residual Risk.
Risk Rating 1 – 3	Review by Team Leader / Safety Rep Accept the Residual Risk by endorsing the Risk Assessment work sheet. Review risk assessments identify further practicable controls.