

# HEALTH AND SAFETY RISK ASSESSMENT

<b>RISK ASS No.</b>	<b>COVID 19</b>	<b>Issue No;</b>	<b>1</b>	<b>ACTIVITY</b>	<b>Spread &amp; Prevention COVID 19</b>	<b>LOCATION</b>	<b>SA Thermal Engineering</b>
---------------------	-----------------	------------------	----------	-----------------	---	-----------------	-------------------------------

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

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
Employee with suspected symptoms whilst at home.	2	4	8	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• If a member of staff fails to attend work without notifying the line manager, the line manager or HR will contact them by telephone to ascertain if the member of staff is unwell.</li> <li>• Employees' must also follow the stay at home guidelines and self-isolate if a member of their family show symptoms of COVID19.</li> </ul>	1	4	4	None
Employee with suspected symptoms whilst on Thermal Engineering site.	2	4	8	<ul style="list-style-type: none"> <li>• 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 sent home and advised to follow the stay at home guidance.</li> <li>• Line managers / Human Resources will maintain regular contact with staff members during this time.</li> <li>• If advised that a member of staff has developed Covid-19 and were recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> <li>• 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.</li> <li>• Employee Forum held weekly to inform staff of changes to current procedures and policies.</li> <li>• Line managers or HR will offer supports to staff that are affected by Coronavirus or has a family member affected.</li> </ul>	1	4	4	None

## HEALTH AND SAFETY RISK ASSESSMENT

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
Returning to work following isolation.	2	4	8	<ul style="list-style-type: none"> <li>Employees will not return to work until they have completed their period of isolation and all symptoms have gone and they are no longer infectious.</li> <li>The employee will contact Human Resources / EHS Manager 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.</li> <li>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.</li> </ul>	1	4	4	None
Employees who are high risk or have family members who are high risk.	2	4	8	<ul style="list-style-type: none"> <li>Employees are working from home where this is feasible.</li> <li>Relevant PC's and ancillary equipment provided and set-up for employees.</li> <li>Employees who cannot work from home have been advised to stay at home and isolate or have been furloughed.</li> <li>All staff are contacted weekly by a member of the Human Resources team to offer support.</li> <li>Managers are in contact with staff working from home via email, video conferencing and telephone.</li> </ul>	1	4	4	None
Poor personal hygiene.	3	4	8	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and warm water are available in all toilet facilities.</li> <li>Thorough and regular hand washing taking place as per guidance using soap and water for at least 20 seconds.</li> <li>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.</li> <li>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.</li> <li>Hand anti-bacterial gel sanitisers are available in the main entrance/exits and at various points throughout the premises.</li> <li>Employees are encouraged not to touch their mouth and nose and to turn away from other people and cover their mouth with tissues when coughing or sneezing.</li> <li>Tissues are provided in all washing facilities.</li> <li>Tissues are put in to the bin straight away after use and employees are expected to wash their hands to minimise the risk of spreading the virus.</li> <li>Posters are visible at hand washing facilities to reiterate the control measures.</li> </ul>	1	4	4	None

## HEALTH AND SAFETY RISK ASSESSMENT

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
Poor control and cleanliness of work stations and premises.	2	4	8	<ul style="list-style-type: none"> <li>Frequent cleaning and disinfecting of work surfaces and tools at the start and the end of each shift by operators.</li> <li>Regular cleaning of shop floor computer terminals is to be carried out.</li> <li>Anti-bacterial wipes available in all production and office areas</li> <li>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.</li> <li>Non-essential doors are to remain open.</li> <li>Rigorous checks are carried out by line managers to ensure that the necessary procedures are being followed and that cleaners are attending all areas/departments as per the cleaning schedule.</li> </ul>	1	4	4	Explore suitability of permanent or movable screens around work stations
Working in local vicinity to work colleagues (maintaining 2m distancing).	3	4	12	<ul style="list-style-type: none"> <li>Social Distancing is maintained by reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency.</li> <li>Close proximity work is kept to a minimum and work areas have been staggered where possible.</li> <li>Tasks are rearranged to enable them to be done by one person wherever possible.</li> <li>Protective visors and masks are worn when it is not possible to maintain 2m social distancing when carrying out a 2 man job.</li> <li>Work in the riveting bay has to be done by the same 2 people within 2m of each other. Visors, masks and disposable gloves are provided.</li> <li>Restrictions on the amount of people in small areas and meeting rooms have been implemented.</li> <li>Internal conference calls take place when possible.</li> </ul>	1	4	4	<p>Explore suitability of permanent or movable screens around work stations.</p> <p>Reiterate and monitor social distancing requirements to afternoon shift leadership team</p>
Maintaining 2m distancing during breaks and when entering exiting the premises.	3	4	12	<ul style="list-style-type: none"> <li>The facilities for warming food are available. Floor markings have been installed to maintain 2m distancing and to control pedestrian traffic.</li> <li>The majority of the tables and chairs have been removed from the canteen, seating has been arranged to have one person each end of the table to give 2m distance.</li> <li>2 meter distance indicators have been marked on to the walkways leading to and from the exits and entrances.</li> <li>Shift patterns have been changed to ensure that there is ample time between shifts to ensure that there is no interaction between employees leaving site and those arriving for the afternoon shift.</li> <li>The size of the smoking area has been increased to allow 2 meters between workers and seating has been restricted to 1 person per picnic bench. Internal seats have been marked with tape.</li> </ul>	1	4	4	<p>Some toilets, urinals and sinks to be excluded to ensure social distancing is maintained within washrooms.</p> <p>Permanent floor signs to be installed as metre distancing markers at all entrances and exits.</p> <p>Permanent signs and floor markings to be installed in toilets smoking and picnic areas.</p>

## HEALTH AND SAFETY RISK ASSESSMENT

Hazard	Likelihood	Severity	Risk	Control Measures	Likelihood	Severity	Residual Risk	Additional controls
Maintaining 2m distancing and hygiene procedures during deliveries and despatch of goods.	2	4	8	<ul style="list-style-type: none"> <li>• Procedures in place for drivers to ensure adequate welfare facilities available during their work.</li> <li>• Hand anti-bacterial gel sanitisers are available in Despatch and Goods-in for use by both employees and drivers.</li> <li>• A separate loading and unloading area has been created to avoid / limit interaction between Thermal Engineering staff and delivery drivers.</li> <li>• Drivers put down or pick up from a designated area; staff can then deal with the parts / materials and paperwork.</li> <li>• Gloves are to be worn when handling deliveries.</li> </ul>	1	4	4	None
Visitors and Contractors maintaining 2m distancing and hygiene procedures.	3	4	12	<ul style="list-style-type: none"> <li>• Visitors and contractors are only allowed on site if they have completed a visitor screening questionnaire prior to arriving.</li> <li>• Contractors are only allowed onto site for job critical emergencies.</li> <li>• All contractors are managed by the Facilities Manager and/or Maintenance Supervisor / EHS.</li> <li>• Social contact e.g. handshaking is prohibited. Social distancing must be maintained.</li> </ul>	1	4	4	None
Mental Health and wellbeing of all employees.	2	4	8	<ul style="list-style-type: none"> <li>• All employees working or isolating from home are encouraged to produce a daily schedule of tasks to keep them mentally and physically healthy whilst at home.</li> <li>• Regular telephone contact with furloughed personnel and personnel in isolation is carried out by HR.</li> <li>• Mental health and wellbeing guides have been posted to furloughed personnel and personnel in isolation and are also on company intranet.</li> </ul>	1	4	4	None

# HEALTH AND SAFETY RISK ASSESSMENT

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

Likelihood

Risk Rating <b>20 or over</b>	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 <b>15 – 16</b>	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 <b>8 – 12</b>	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 <b>4 – 6</b>	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 <b>1 – 3</b>	Review by Team Leader / Safety Rep Accept the Residual Risk by endorsing the Risk Assessment work sheet. Review risk assessments identify further practicable controls.