

HEALTH AND SAFETY RISK ASSESSMENT

RISK ASS No.	COVID 19	Issue No;	6	ACTIVITY	Spread & Prevention COVID 19	LOCATION	SA Thermal Engineering
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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'
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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 the line manager, the line manager or HR will contact them by telephone to ascertain if the member of staff is unwell. Employees' must also follow the stay at home guidelines and self-isolate if a member of their family or support bubble show symptoms of COVID19 or has tested positive. Employees do not need to self-isolate if a test is negative. 	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 sent home and advised to follow the stay at home guidance and apply for a test on the Gov. Website. Line managers / Human Resources will maintain regular contact with staff members during this time. If advised that a member of staff has developed or has tested positive for 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. Workers who may have been in contact with an employee who has tested positive will be sent home to self-isolate and advised to apply for a test. 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 supports to staff that are affected by Coronavirus or has a family member affected. 	1	4	4	None

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3. Returning to work following isolation / shielding	2	4	8	<ul style="list-style-type: none"> 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. 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. 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. Shielding employees who are returning to work will also be required to complete the COVID19 return to work questionnaire. 	1	4	4	None
4. Employees who are high risk or have family members who are high risk.	2	4	8	<ul style="list-style-type: none"> Employees living with family members who are considered as high risk are working from home where this is feasible. A workplace assessment will be carried out for those who cannot work from home. Working from home will be arranged for employees who are considered as Critically Extremely Vulnerable (CEV), where possible. CEV employees who cannot work from home but have been advised to stay at home and shield must inform HR so other arrangements can be put in place. Relevant PC's and ancillary equipment will be provided. DSE self-assessment must be carried out by home workers. Employees who are shielding or have been furloughed will be contacted weekly by a member of the Human Resources team to offer support. Managers will be in regular contact with staff working from home via email, video conferencing and telephone. 	1	4	4	None
5. 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 taking place as per guidance using soap and water for at least 20 seconds. 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 cover their mouth with tissues when coughing or sneezing. Posters are visible at hand washing facilities to reiterate the control measures. 	1	4	4	None

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6. Poor control and cleanliness of work stations and premises.	2	4	8	<ul style="list-style-type: none"> • Frequent cleaning and disinfecting of work surfaces and tools at the start and the end of each shift by operators. • 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. • 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. 	1	4	4	None
7. Working in local vicinity to work colleagues (maintaining social distancing).	3	4	12	<ul style="list-style-type: none"> • Social Distancing is maintained by reducing the number of persons in any work area to comply with the guidance recommended by the Public Health Agency. • Work areas have been staggered or repositioned where possible. • Tasks are rearranged to enable them to be done by one person wherever possible. • Protective visors and/or face coverings must be worn when it is not possible to maintain the 2 metre social distancing. • Restrictions on the amount of people in small areas e.g. MRB, CMM, FIMET and meeting rooms have been implemented • Internal conference calls take place when possible. 	1	4	4	None
8. Maintaining social distancing during breaks, entering and exiting the premises or when moving around the factory.	3	4	12	<ul style="list-style-type: none"> • The facilities for warming food are available. Floor markings have been installed to maintain social distancing and to control pedestrian traffic. • 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 allow social distancing. • Social distancing indicators have been marked on to the walkways leading to and from the exits and entrances. • 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. • 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. • Toilet facilities reduced to maintain distancing. • Face coverings and/or visors is a mandatory requirement when moving around the factory. 	1	4	4	None.

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9. Maintaining social distancing and hygiene procedures during 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. Hand anti-bacterial gel sanitisers are available in Despatch and Goods-in for use by both employees and drivers. A separate loading and unloading area has been created to avoid / limit interaction between Thermal Engineering staff and delivery drivers. Face coverings and/or visors must be worn when this is not possible. Drivers put down or pick up from a designated area; staff can then deal with the parts / materials and paperwork. Disposable gloves are to be worn when handling deliveries. 	1	4	4	None
10. Visitors and Contractors maintaining social distancing and hygiene procedures.	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 prior to arriving. Contractors are only allowed on to site for job critical emergencies and must wear face coverings or visors. All contractors are managed by the Facilities Manager and/or Maintenance Supervisor / EHS. Social contact e.g. handshaking is prohibited. Social distancing must be maintained. Face coverings are required when purchasing food from the sandwich van. 	1	4	4	None
11. Mental Health and wellbeing of all employees.	2	4	8	<ul style="list-style-type: none"> 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. 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 and are also on company intranet. 	1	4	4	None
12. 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 coverings must be worn. 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. 	1	4	4	None

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13. 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 The Covid19 risk assessment for the business being visited and the RA for any hotel or B&B must be reviewed before travel is considered. No more than 2 employees in a single vehicle when travelling. Both parties must wear a face covering. Avoid public transport. Video conferencing / telephone are to be used. 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

Severity	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)
	(5) Death Loss of Business ... Multiple Fatality		5	10	15	20
(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

Likelihood

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.