

[Home](#) > [Risk Assessments Summary](#) > [Hazard Summary](#) > [Assessment Full Report](#)

Assessment Summary

Print Assessment

Assessor **TAYLWI**

Description **Generic Assessments**

Assessment Ref **47**

Mod Index **2**

Assessment Date **22/04/2020**

Review Due **09/10/2021**

Activity **Working safely during COVID-19**

Area **All Areas**

People Exposed **Operators, Supervisors, Contractors, Authorised Visitors,**

Identified Hazards

| Category | Hazard | Associated Risks | Existing Control Measures | Likelihood | Severity | RR | Tolerable | Required Action | Visual Aid |
|---|--|--|---|------------------|--|----|-----------|-----------------|------------|
| Biological/cross contamination Infection | Access/Egress (employees) vehicle movement, pedestrian segregation and social distancing | Risk of collision with pedestrians, plant and other vehicles Risk of social distancing not maintained during peak Access/Egress Periods | Traffic management plan Car parking capacity increased to 975 places Marshalling of access/egress routes Social distancing visual management access/egress routes Additional Controls: Ongoing review of access/egress arrangements | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |
| | Access/Egress (non-employees visiting site) vehicle movement, pedestrian segregation and social distancing | Risk of cross contamination from contact Risk of collision with pedestrians, plant and other vehicles | All non-essential visitors/contractors prohibited Designated routes for delivery drivers Protective screen fitted to protect employee from aerosolised transmission Non-contact procedure to avoid cross contamination implemented Use of medical grade masks conforming to EN14683 or acceptable equivalent Additional Controls: Relevant managers to monitor | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |

| Identified Hazards | | | | | | | | | |
|--------------------|---|---|--|---------------|---|---|---|---|--|
| | Business travel | Risk of cross contamination from contact/aerosolised transmission | <p>HR 12.0 COVID-19 Virus Protection & Protocols</p> <p>Adherence to Corporate travel policy</p> <p>Minimise non-essential travel - consider remote options such as web conferencing (TEAMS)</p> <p>Minimise the number of people travelling together in any one vehicle</p> <p>Use fixed travel partners</p> <p>Increase ventilation when possible and avoid sitting face to face</p> <p>Clean vehicle between shifts or on handover</p> <p>For International travel refer to: https://www.gov.uk/foreign-travel-advice</p> | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |
| | Common areas - congestion of people 1.Meetings rooms 2.Vending areas 3.Canteen area 4.Welfare facilities (toilets/showers) 5.Smoking shelter | Risk of cross contamination from contact/aerosolised transmission | <p>Suspension of non-essential meetings</p> <p>Use of web conferencing (TEAMS)</p> <p>Re-designation of PTC area as welfare area</p> <p>Open door procedure / hand free devices fitted</p> <p>Cleaning regimes/personal hygiene/hands sanitisers/antiviral wipes available in common areas</p> <p>Signage - max occupancy in communal areas</p> <p>Visual management - social-distancing</p> <p>Limited canteen facility</p> <p>Additional welfare facilities located on site</p> <p>Smoking on site restricted to controlled areas</p> <p>Additional Controls: Ongoing supervision/monitoring of social distancing controls</p> | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |
| | Office work areas | Risk of aerosolised transmission | <p>HR 12.0 COVID-19 Virus Protection & Protocols</p> <p>Working from home or within the workplace if COVID-19 secure</p> <p>When entering buildings or in public spaces all employees must wear medical grade masks conforming</p> | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |

| | | | | | | | | | |
|----------------------------------|--|--|--|----------------------|--|----------|----------|----------|--|
| <p>Identified Hazards</p> | | | <p>to EN14683 or acceptable equivalent</p> <p>Cleaning regime - sanitisation of work area, station</p> <p>Social distancing representatives for Depts</p> <p>Additional Controls: Ongoing supervision/monitoring of social distancing controls</p> <p>Wherever possible seating/desk layout to adhere to >2m distancing</p> <p>Corridor visual management and adhere to social distancing</p> <p>Single direction walkways</p> <p>Use of Perspex screen between desks</p> <p>Orientation of desk to avoid face-to-face working.</p> <p>Allocation of meeting space with max occupancy</p> <p>Restricted use on open area general meeting spaces</p> | | | | | | |
| | <p>Operations work areas/tasks - 2m social-distancing not possible</p> | <p>Risk of cross contamination from contact/aerosolised transmission</p> | <p>Elimination of task via technical/engineered solution - wherever possible</p> <p>Use of medical grade masks conforming to EN14683 or acceptable equivalent</p> <p>Use/fitting of protective screens from aerosolised transmissions</p> <p>Consider use of face shields</p> <p>Cleaning regime - sanitisation of work area, tools, EWI, work stations, etc.</p> <p>Use of safety note/alert procedure for reporting unsafe conditions</p> <p>Additional Controls: Induction/orientation of all employees returning to work</p> <p>Back-to-back or side-to-side working (rather than face-to-face) whenever possible</p> <p>Ongoing review of tasks as employees volumes increase on site</p> | <p>Very Unlikely</p> | <p>Major Injury / Long Term Injury / Illness</p> | <p>4</p> | <p>Y</p> | <p>-</p> | |
| | <p>Operations work</p> | <p>Risk of cross</p> | <p>Visual management - social distancing requirements</p> | <p>Very</p> | <p>Major</p> | <p>4</p> | <p>Y</p> | <p>-</p> | |

| Identified Hazards | | | | | | | | | |
|--------------------|--|--|---|---------------|---|---|---|---|--|
| | areas/tasks - 2m social-distancing possible | contamination from contact | <p>Use of medical grade masks conforming to EN14683 or acceptable equivalent</p> <p>Optional use of nitrile/latex gloves conforming to EN374-2:2014</p> <p>Cleaning regime - sanitisation of work area, tools, EWI, work stations, etc.</p> <p>Supervision/monitoring of SD controls</p> <p>Additional Controls: Induction/orientation of all employees returning to work</p> | Unlikely | Injury / Long Term Injury / Illness | | | | |
| | <p>Potential exposure to virus from other employees that:</p> <ol style="list-style-type: none"> 1. Live with someone with suspected/confirmed case of Covid-19 2. Develop symptoms associated with Covid-19 | All persons on site at risk of Potential exposure to virus from others | <p>HR 12.0 COVID-19 Virus Protection & Protocols</p> <p>Employees instructed to self-isolate</p> <p>Maintain contact with line management and Human Resources (HR) and follow company guidance on self-isolation</p> <p>All employees to follow government/Public Health England (PHE) guidance</p> <p>Temperature screening</p> <p>Additional Controls: Employees self-isolating can refer to: https://www.gov.uk/coronavirus</p> | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |
| | Suspected Covid-19 case whilst employee is working on site | All persons on site at risk of Potential exposure to virus | <p>If an employee develops a high temperature or a persistent dry cough at work instructed to:</p> <ol style="list-style-type: none"> 1. Inform line manager maintaining social distancing (2m) 2. Avoid touching anything 3. Return home immediately 4. Follow guidance on self-isolation <p>Mandatory site wide use of medical grade masks conforming to EN14683 or acceptable equivalent</p> <p>Additional Controls: Employees developing symptoms at work are to notify supervisor and head directly home for self-isolation</p> <p>Ensure immediate work area is thoroughly cleaned and disinfected</p> <p>Advice available from OH Dept. 01772 625999</p> | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |

| Identified Hazards | | | | | | | | | |
|----------------------|----------------------|--|---|---------------|---|---|---|---|--|
| | Training/Inductions | Risk of cross contamination from contact/aerosolised transmission | All non-essential training cancelled Session plan for training (FLT/Slings & Tooling Academy) & induction incorporating social-distancing requirements | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |
| | Vulnerable employees | Individual vulnerable persons on site at risk of Potential exposure to virus | Company identified at risk employees from defined vulnerable groups Implemented appropriate controls: social distancing/home working, shielding, etc. Procedure for employees to notify OH of conditions Additional Controls: Refer to: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing | Very Unlikely | Major Injury / Long Term Injury / Illness | 4 | Y | - | |
| Health and Wellbeing | Anxiety | Employees anxious/apprehensive about returning to work | Employee listening service text 07747 795427 Employee assistance program Westfield Health 0800 0920987 Self-help leaflets located in OH Dept. or refer to https://web.ntw.nhs.uk/selfhelp/ | Very Unlikely | Minor Injury > 3 Days Absence | 3 | Y | - | |

Open Actions

No actions assigned.

Review Notes

| Note Date | Findings | Assessor |
|------------|---|----------|
| 01/05/2020 | no changes required | TAYLOJ |
| 19/05/2020 | Changed RA title Added hazard category - Health & Wellbeing Updated links to vulnerable employees | TAYLWI |
| 09/10/2020 | Reviewed no significant changes | TAYLWI |

1 - 3