COVID-19 RISK ASSESSMENT

Department: Engineering. **Document reference 1**

What are the hazards?	Who might be harmed?	COVID-19 control measures	Risk rating			Implemented by who and when?
			L	S	RR	
Maintaining social distance when carrying out any works on plant	Engineers Other members of staff	Engineers are to work in set teams of two when carrying any works on plant. These teams are to remain unchanged during the possibility of infection from COVID-19. During such works engineers are to maintain social distancing of >2 metres between each other and any other members of staff. To reduce the risk of other members of staff entering the work space mobile cordons must be placed around perimeter of the work space. Face coverings and visors are now included as standard mandatory PPE when staff are on the loading bays/ shop floor, visors are optional for staff who wear glasses and experience them steaming up whilst carrying out their duties	2	2	4	Engineers (May) Covid-19 team (June)
Carrying out work in the workshop or office and maintaining social distance	Engineers	Engineers are to work in set teams of two when carrying any works in the office/workshops. The teams are to remain unchanged during the possibility of infection from COVID-19. During such works engineers are to maintain social distancing of >2 metres between each other and other members of staff. If this is not possible face coverings must be used. Due to the limited floor space no more than two engineers are to be in each area at one time. Engineers must observe 2 metre floor markings.	2	2	4	Engineers (May)
Interdepartmental travel	Engineers Other members of staff	Any necessary interdepartmental travel must be made at beginning or end of shift (when less staff are on site) to reduce interaction with other members of staff. Face coverings and visors are now included as standard mandatory PPE, visors are optional for	2	2	4	Engineers (May) Covid-19 team (June)

		staff who wear glasses and experience them steaming up whilst carrying out their duties.				
Shared usage of the engineers vehicle	Engineers	**BRC Hygiene Management of Shared Vehicle** Limit access To reduce cross- infection limit the use of the engineer's vehicle to two engineers only, if possible one at a time. Disposable gloves and sanitiser wipes are available when driving the vehicle.	2	2	4	Engineers (May)
Arranging engineering essential external contractors to site	Engineers External contractors	Engineers are to ensure any visiting contractor has completed a health questionnaire and has signed on to the Sinica system before any works commence. Contractors are to be escorted to the work area by the engineer and made aware of any additional departmental limitations. All additional PPE to be supplied by visiting contractor. All PPE used must be compliant with Blakemans standards. Blakemans engineers and essential contractors must wear a face covering whilst on site and or on the shop floor, the face coverings are now included as standard mandatory PPE	2	2	4	Engineers (May)
Departmental access	Engineers	Access to the engineering department is restricted to engineers only.	2	2	4	Engineers (May)
Maintaining social distance during break times	Engineers All staff	Engineers are to maintain working pairs when taking any breaks. Breaks must be taken in Phase 4 canteen at allocated times.	2	2	4	Engineers (May)
Inadequate hygiene Practises	Engineers All staff	Hand sanitiser units have been installed at all entrances to the premises Hand sanitiser units installed at all entrances to the premises COVID-19 information communicated out to all members of staff using all possible media available i.e. Canteen TV`s, team talks, flyers, posters, including a hand wash video. Hygiene staff use virucidal disinfectant when wiping down work surfaces and door handles	2	2	4	Engineers (May)

Maintaining social distance when changing into working PPE	Engineering staff	The engineers are to change into their PPE in the engineers block unless they are required to attend a breakdown in Services, in which case, they are to use the high care changing rooms.	2	2	4	Engineers (May)
Shared usage of three tool kits	Engineering staff	Engineering teams of two are to share general hand tool boxes. These tools are to be sanitized prior to and following completion of any works. Any communal tools are to be sanitized prior to and following each use.	2	2	4	Engineers (May)
Use of I.T equipment	Engineering staff	No IT equipment is to be shared by engineering staff members. Only designated staff are to work at workstations. All equipment must be sanitized prior to use, at periodic intervals throughout the day (i.e. break times) and on completion of use.	2	2	4	Engineers (May)
Furloughed staff returning to work	Engineering staff Furloughed staff	Furloughed staff returning to work are interviewed by phone conversation with HR. When staff return to work, they must remain in their vehicle or isolate themselves until they have completed the return to work form with a member of management, prior to being allowed entry to the building.	2	2	4	Health & Safety Human resource (June)
People of higher risk groups from Covid-19 returning to work	Staff with underlying health issues All staff	Staff categorised by the NHS as of high or moderate risk from Civid-19 are currently on or have been on furlough. **Refer to coronavirus risk groups listed below**	2	2	4	Health & Safety Human resource (June)
Employing temporary staff	All staff	**Refer to temporary working control measures below**	2	2	4	HR/ Executive committee (August)

Risk Assessment Evaluation Matrix 5X5:	Likely hood	Consequence/Risk	Action levels
	1) Very Unlikely	1) Insignificant	1 – 5: Acceptable, No further action
	2) Unlikely	2) Minor	5 – 9: Adequate Look to improve at next review
	3) Fairly Likely	3) Moderate	10 – 16: Tolerable: look to improve in specified time
	4) Likely	4) Major	17 – 25 Unacceptable: take immediate action
	5) Very Likely	5) Death	

Assessors comments:
The coronavirus is responsible for many day to day changes in society and our working environments, which will continue for the unforeseeable future, therefore this assessment, will be reviewed on regular intervals or upon any major changes introduced by government/ governing bodies.

Important:
The list below may not include everyone who`s at higher risk from coronavirus and may be subject to change as we learn more about the virus.
Coronavirus risk groups:
- **High risk (Clinically extremely vulnerable)**
- **Moderate risk (Clinically vulnerable)**

People at high risk from Covid-19 include people who:
Had an organ transplant.
Receiving chemotherapy or antibody treatment for cancer, including immunotherapy.
Are having intense course of radiotherapy (Radical Radiotherapy) for lung cancer.
Are having targeted cancer treatments that can affect the immune system (Such as protein kinas inhibitors or PARP inhibitors)
Have blood or bone marrow cancer (Such as leukaemia, lymphoma or myeloma)
Have had a bone marrow or stem cell transplant in the last 6 months, or are still taking immunosuppressant medicine.
Have been told by a doctor they have a severe lung condition (Such as cystic fibrosis, severe asthma or severe COPD)
Have a condition that means they have a very high risk of getting infections (Such as SCID or sickle cell)

What to do if you're at high risk:
If you`re at high risk from Coronavirus, you`re advised to take extra steps to protect yourself.
This is called shielding:
See what to do if you`re at high risk from coronavirus;
(Link: www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/)

People at moderate risk (Clinically vulnerable)
People at moderate risk from Covid-19 include people who:
Are 70 years old or older
Have a lung condition that's not severe (Such as asthma, COPD, emphysema or bronchitis)
Have a heart condition (Such as heart failure)

Have diabetes

Have chronic kidney disease

Have liver disease (Such as hepatitis)

Have a condition affecting the brain or nerves (such as Parkinson`s disease, motor neurone disease, multiple sclerosis or cerebral palsy)

Have a condition that means that they have a high risk of getting infections.

Are taking medicine that can affect the immune system (Such as low doses of steroids)

Are very obese (a BMI of 40 or above)

Are pregnant- further advice on pregnancy and Covid-19 available on the NHS website:

www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and coronavirus/)

What to do if you`re at moderate risk:

You can go to work (If you cannot work from home) and for getting things like food or exercising, but you should try to stay at home as much as possible.

General advice on social distancing. Link: www.nhs.uk/conditions/coronavirus-covid19/socila-distancing/what-you-need-to-do/)

Other things that can affect your risk:

Your age – your risk increases as you get older

Being male

Where you live in the country, the risk is higher in poorer areas

Being from a Black, Asian or minority ethnic background

Born outside of the UK or Ireland

Living in a care home

Having certain jobs, such as nursing, taxi driver and security guard.

(It is not clear why these might make you more likely to get seriously ill from coronavirus)

If you have any symptoms of coronavirus use the 111online coronavirus service. (Link: https://111.nhs.uk/covid-19/)

==Temporary staff:==

To ensure the safety of our factory, products and especially our people we have put the following measures in place.

Single Source Agency – So that we are not using staff from several different agencies we are solely using KPI Recruiting for the supply of agency workers. KPI have supplied agency workers to us for several years, they know our factory and our expectations and have an excellent record with regard to standards.

Enhanced Checks – KPI have supplied over 300 temporary workers each day during the pandemic to companies such as ASDA and AO. All agency workers are required to complete a Covid-19 Health Questionnaire when they register and a Covid-19 Screening questionnaire 24 hours before arriving on site. Each Friday a 'health check' call is made to agency workers to check on that they are free from Covid-19 symptoms (this call also includes a check on the agency workers family's health).

Holidays – when an agency worker books a holiday the destination is noted so that any quarantine period can be imposed.

Covid-19 Symptoms – any agency worker reporting symptoms of Covid-19 is immediately sent home and cannot return to work until they have provided a negative test result. To date all KPI's agency workers have tested negative.

Bubble -   Many of the agency workers that we have used before were furloughed by KPI and are keen to resume working for us. We will work with KPI to ensure, as far as is practically possible, to use the same agency workers each week in effect creating a 'bubble' of agency workers.

KPI Staff – as we start to use agency workers again a member of the KPI Team will be on site at the start of shifts to check that all measure are being adhered to.

Induction – all agency workers will be required to complete our induction (which includes our new Health and Safety video) prior to attending site.

Covid-19 Marshall – agency workers will be monitored by our Coved -19 Marshall to ensure that they are adhering to our rules particularly those around hand washing and face masks.

Date of Risk Assessment: 27/08/2020   Review date: Ongoing

Assessors name and signature: Michael Johnson   Position: Health & Safety Manager