

Risk Assessment

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Risk Assessment No	RA082 COVID - 19					
Date of Assessment	20/05/2020 (updated 22/02/2021)					
Assessment Carried Out By	Chris Purchase, Martyn Dellow, Carl Harrington					
Persons Affected By The Assessment						
Employees	Contractors	Visitors	Public	Young Persons	New And Expectant Mothers	Other
X	X	X	X			X
Object / Activity / Area Being Assessed	Site Safety and Compliance During COVID-19 Outbreak					
Hazards Identified			Control Measures Already In Place			
2. Who Should Go to Work						
Review the number of staff working on site			<p>Implemented an accident/incident notification process for staff working outside of core hours.</p> <p>Regular calls by managers are still be conducted where WFH is in place but AF / CP / PE wellbeing checks no longer present. Employees work areas reviewed and additional equipment provided for home working as required - DSE assessments completed for all staff working from home.</p> <p>Currently there is a calendar in place to record whereabouts of all staff, including first aiders and fire marshals to ensure adequate cover is in place.</p>			
Plan to only have the minimum number of staff on site to operate safely and effectively						
Monitoring the well being of staff working off site						
Provision of safe equipment for all working from						
2.1 Protecting People at a Higher Risk						
Providing support for workers around mental health and well being			<p>Any staff identified are placed on WFH duties. Regular site weekly communications are sent to all staff either on site or WFH to keep them updated on any company updates that are COVID related.</p>			

2.2 People Who Need to Self Isolate	
Enabling workers to work from home whilst self isolating	<p>Where applicable, staff that are self isolated have been allocated tasks to be completed at home, where this is not achievable employees have self isolated (with pay) but not been expected to complete any work duties.</p> <p>Employees who have non direct COVID-19 constraints such as care of dependences have been placed on the official furlough scheme.</p> <p>UK Government advice on self isolation through 111 is followed at all times to understand the self isolation duration.</p> <p>Daily COVID-19 meeting held at SLT level to review any changes to UK guidance during "Lockdown restrictions". This will revert to twice weekly when out of restrictions.</p> <p>A clean down process is in place to sanitise a workstation following any potential risk of contamination of COVID-19 following the "COVID-19 cleaning in non healthcare setting guidance"</p> <p>If notified by Track and Trace, staff must leave the workplace immediately and contact their manager once outside to notify them that they have been contacted by Track and Trace. Arrange for a test if instructed by 119 etc as soon as possible and inform your manager as soon as the results are available</p>
Ensure current guidance is adhered to relating to SSP	
Review current guidance for people who have symptoms and those who live with others with symptoms	
2.3 Equality in the Workplace	
Ensure everyone in the workplace is treated equally	<p>Overarching control is via an on-site ethics advisor.</p> <p>Each individual case assessed on a as required basis with a view to supporting the employee taking Safety 1st and external influences into consideration.</p> <p>Regular site wide communication provided to all employees, Site wide notifications are date time stamped and added to all employee notice boards, it is the responsibility of the local manager to provide updates to employees without access to email.</p>

3.1 Coming to Work and Leaving Work	
Maintain social distancing wherever possible	Flexible working regime enables natural staggered arrival and departure. Localised signage in place to remind staff of 2 meter guidance. 1 way system implemented in main building with a 1 way system map and clear directional arrows to shows the acceptable path. Parking reviewed and adequate for business size including Motorbikes and cycles.
on arrival and departure and ensure hand sanitising upon on arrival.	Implemented temperature monitoring (voluntary) at start of shift to identify potential COVID-19 symptoms. Modified clocking in machines to remove touch points and ensuring a non-touch process. Hand sanitisers installed at all entry/exit points? Rule implemented in communal corridors to only have 1 employee at any given time acting to reduce congestion.
3.2 Moving Around Buildings and Worksites	
Maintaining social distancing wherever possible when travelling through the workplace	Where achievable, meeting held over Teams rather than face-face. Material delivery and collection by a designated Water spider only. Rule implemented in communal corridors to only have 1 employee at any given time to aid a reduction in congestion. 1 way system implemented in main building Signage and rules distributed to all employees and located within all corridors and on employee notice boards. Masks to be worn when moving around the site or leaving your department. Meetings outside work area limited to 5 minutes, masks are to be worn and social distancing to be maintained. Clocking in machines protected to stop staff touching them, reduce touch points.

3.3 Workplaces and Workstations	
Workstations are maintaining social distancing guidelines	<p>All reviewed and where possible 2 meter social distancing applied - where this is not possible employees are working back to back or side-side. Protective screens in place to aid Social Distancing as required.</p> <p>The introduction of any non-standard tasks during COVID-19 will be subject to a COVID-19 specific risk assessment. All new employees (inc temps) are given instruction and documentation on our COVID Rules as part of their induction.</p> <p>All non critical activities have been removed or delayed to post COVID-19 (non essential facilities as an example).</p> <p>Additional cleaning activities employees using contractor cleaning company and on site temp.</p> <p>Shared areas have clean down process at start and finish , and COVID-19 rules dictate that all work stations should be wiped down at the end of a shift.</p> <p>Cleaning regime implemented for communal tooling.</p> <p>Black boxes only moved by a designated Water Spider and cleaned at delivery point.</p>
Cleaning of equipment to ensure the hygiene of tools in use	
3.4 Meetings	
Reduce transmission due to face to face meetings	<p>Where achievable, meeting held over Teams rather than face-face.</p> <p>All regular stand up meetings transferred to Teams meetings.</p> <p>All 1-1's transferred to Teams meetings.</p> <p>All 'All Hands' (All employees) quarterly briefings postponed until after COVID-19</p> <p>Larger group meeting held within outside car parking space to ensure 2 metre isolation.</p> <p>Hand sanitisers are added in all meeting rooms</p> <p>Communal stationary has been removed from meeting rooms and temperature checking areas. A rule added not to share pens within the business.</p> <p>Pens issued to all employees on site that can be hung from lanyards to minimise sharing of pens.</p>
To maintain social distancing in meetings	

3.5 Common Areas	
Ability to maintain social distancing whilst using common areas	<p>Rule implemented in communal corridors to only have 1 employee at any given time to reduce congestion.</p> <p>1 way system implemented in main building</p> <p>Staggered break times implemented across all area.</p> <p>Opportunity for employees to go outside at break times.</p> <p>Available space (from those WFH) used to further assist 2 meter isolation.</p> <p>Canteen access is being controlled using time slots, with 2 metres away from any entrance/egress point. Applied Kilovolts understands that there is a potential risk for COVID-19 transfer whilst making tea/coffee etc. Due to the variance in the situation, it is believed that a rule cannot be mandated</p> <p>Only 1 person allowed in the transport van as any given time.</p> <p>Maximum occupancy and scheduled tea breaks have been implemented to reduce congregation in canteen area.</p> <p>Maximum occupancy has been defined for the main meeting room.</p>
3.6 Accidents, Security and other incidents	
Prioritise safety during incidents, in an emergency employees do not have to stay 2 meters apart if it would be unsafe.	<p>Documented evacuation process in place and is communicated to all staff through the COVID-19 temporary rules.</p> <p>All 1st aiders & Fire Wardens have been provided with additional training in relation to COVID-19, sanitation and social distancing.</p>
4.1 Manage Contacts	
Minimise unnecessary visits to the site	<p>Visitors self assessment form introduced for COVID-19.</p> <p>visitors maintained to a bare minimum and only critical contractors allowed on site and with manager approval.</p> <p>Visitors book in place in reception.</p>
4.2 Provide and Explaining Available Guidance	
To make sure visitors understand what is required to remain safe	<p>Signage placed on doors at delivery points.</p> <p>A Visitor self assessment form combined with the temporary COVID-19 rules is in use for all visitors before attending site.</p>

5.2 Keeping the Workplace Clean	
To maintain workplace cleanliness and prevent transmission by touching contaminated surfaces	<p>Employer has provided surface wipes and hand sanitiser.</p> <p>Additional cleaning activities, employees using contractor cleaning company and on site temp.</p> <p>Shared areas have clean down process in place.</p> <p>Cleaning regime implemented for communal tooling.</p> <p>Contractual cleaning company employed at the end of the day to clean and remove waste.</p> <p>Black boxes only moved by a designated person (Water Spider) and cleaned at delivery point.</p>
5.3 Hygiene, Handwashing Sanitation, Toilets	
Maintain good hygiene through the working day	<p>Signs and posters in place to remind and educate staff around good hygiene and hand washing frequency.</p> <p>Hand sanitisers positioned around the business.</p> <p>Toilets regularly cleaned by cleaning contractor (mid day and evening)</p> <p>Hand dryers have been isolated and "do not use" signs applied.</p>
5.5 Handling Goods and Materials on Site	
Reduce transmission through contact with objects that come in to the workplace	<p>Additional cleaning using contractor cleaning company and temporary staff.</p> <p>Material delivery and collection by a designated person (Water spider) only, including cleaning of tote bins</p> <p>Employees encouraged to increase frequency of hand washing using posters and notices.</p> <p>Company van used only by authorised personnel and a clean down process has been implemented for the start and end of the each journey by a different driver.</p>
6. PPE	
Identify PPE requirements	<p>Governmental guidelines followed around COVID-19 welfare rules, considering the health and safety Hierarchy of Controls.</p> <p>Surgical face masks, FFP2 masks and face shields provided and to be worn when walking between buildings and away from your department. Masks must be worn correctly covering both mouth and nose.</p> <p>The introduction of any non-standard tasks during COVID-19 will be subject to a COVID-19 specific risk assessment.</p>
6.1 Face Coverings	
Face Covering requirements	<p>Surgical face masks and face shields provided and to be worn when walking between buildings or away from your own department.</p>

7.1 Shift Patterns and Working Groups	
Review how work is organised to reduce contact each worker has with each other	<p>Rules implemented around restriction of movement across the site - only critical movement only.</p> <p>Designated person (Water spider) is performing drop off of material and ensuring clean down at handover.</p> <p>Where employees returning from working from home, have meant making >2metre social distancing difficult, then physical barriers have been erected to provide suitable segregation.</p>
7.2.1 Work Related Travel	
The avoidance of unnecessary work travel and whist travelling between locations	<p>Rules implemented around restriction of movement across the site - only critical movement only.</p> <p>Company wide ban on all non essential travel. All travel to be approved by GM or 2 members of the SLT</p> <p>Company van used only by authorised personnel and a clean down process has been implemented for the start and end of the each journey by a different driver.</p>
7.3.1 Communications and Training	
When returning to work ensure workers understand COVID-19 related safety procedures	<p>Regular communication on COVID-19 provided to all employees through the SLT</p> <p>EHS/EIC committee and SLT deployment checks in place.</p> <p>The company has implemented a return to work scheme for those being out of the business (Holiday/Isolation/Furlough/Sick) before an employee can resume work.</p> <p>All staff returning from WFH duties are subjected to a HR Return To Work & ESH COVID-19 Safety awareness course.</p>
7.3.2 Ongoing Communications and Training	
Ensure all staff are kept up to date with safety measures that are being implemented and updated	<p>Regular communication on COVID-19 provided to all employees through the SLT</p> <p>EHS/EIC committee and SLT deployment checks in place.</p>
8. Inbound and Outbound Goods	
Ensure social distancing is maintained when goods enter/exit the site	Implemented signage

Risk = Likelihood x Consequence		4	
Likelihood		Consequence	
1 = Very unlikely	<input type="checkbox"/>	1 = Insignificant - no injury	<input type="checkbox"/>
2 = Unlikely	<input type="checkbox"/>	2 = Minor - injury needing first aid	<input type="checkbox"/>
3 = Fairly unlikely	<input type="checkbox"/>	3 = Moderate - lost time injury	<input type="checkbox"/>
4 = Likely	<input type="checkbox"/>	4 = Major - hospital treatment	<input type="checkbox"/>
5 = Very likely	<input type="checkbox"/>	5 = Catastrophic - death or disabling injury	<input type="checkbox"/>
1 - 4 Acceptable			
5 - 9 Medium (Introduce control measures within 2 weeks)			
10 - 16 High (Introduce control measures within 2 days)			
17 - 25 Unacceptable (Do not start / Continue)			
Further Control Measures Required			
Further review of the temporary COVID-19 rules will be conducted in relation to any changes within the governmental guidance - this will be reviewed during the daily COVID-19 meeting.			
Action On Control Measures			
Allocated To			
Date To Be Completed By			
Further Control Measures Completed By			
Review Date	Required when COVID Rules are updated		