

COVID-19 (RISK ASSESSMENT)

Assessor(s) Name: Simon Watts / Graham Feasey
Location: Unit 7, 14 & 15, Francis Way, Bowthorpe Employment Area, Norwich, NR5 9JA, Transportation & Various Construction Sites
Revision: 1 * (*star indicates changes*)
Comment: Risk assessment alignment with COVID-19 system.

Document No: COVID19-RA-20
Assessment date: 08.05.20
Review date: 23/03/2022 (3 monthly or as required)
Next review by: 23/07/2022
Review by: Graham Feasey
Persons at risk: All Staff, Customers, Visitors and Suppliers

Further assessments identified: COVID-19 Response Team Meetings and notice boards for further updated information

Risk = Likelihood x Severity	L = Likelihood S = Severity R = Risk score	1. Rare event 1. Minor injury	2. Unlikely 2. Over 3 Day injury	3. Possible 3. Serious	4. Likely 4. Very serious	5. Almost certain 5. Death(s)	Insignificant 1 to 3 Minor 4 to 6 Moderate 8 to 10 Major 12 to 16 Catastrophic 20 to 25
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Relevant safety laws:

The Health and Safety at Work Act 1974. The Management of Health and Safety at Work Regulations 1999. Directive 89/391/EEC-OSH "Framework Directive"

Relevant publications:

- Public Health England (PHE) COVID-19 Guidance
- HSE COVID-19 Guidance
- Working safely during coronavirus (COVID-19) – Department of business, energy & industrial strategy

Advanced Metalcraft Ltd Documents

- COVID-19 Staff Handbook (COVID19-HB-20 Rev. 1)
- COVID-19 Operating Procedure Manual (COVID19-OPM-20 Rev. 1)

Hazard:

Spread of COVID-19 Coronavirus

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Hazards	Who may be harmed and how	With existing controls			Controls <i>(including: Information, instruction, training, ppe, signage, documentation, supervision, monitoring)</i>	Additional controls required	All controls in place		
		L	S	R			L	S	R
Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p>COVID-19 Strategy</p> <ul style="list-style-type: none"> A COVID-19 response team and operating procedures applicable to all Advanced Metalcraft Ltd.'s operations have been developed. COVID-19 system reference: COVID19-HB-20 COVID-19 operating procedure reference: COVID19-OPM-20 <p>Hand Hygiene</p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-HH-20, COVID19-HB-20 & COVID19-OPM-20. Staff will be briefed daily of the importance of increased hand hygiene. Fixed wall sanitisers will be placed at every entry and exit point of each factory, kitchen, and corridor. Additional hand sanitisers will be supplied for office staff, vulnerable staff, meetings & visitors. Further hand washing stations will be made available to all staff, customers, visitors, and suppliers that wish to use welfare facilities onsite. 	<ul style="list-style-type: none"> Our COVID-19 system and control measures will be reviewed as and when required to ensure guidance is relevant and adapted when necessary. For further information surrounding our COVID-19 control measures, please refer to COVID19-HB-20 and relevant operating procedure applicable to your activity. Staff, visitors, or customers that are classed as being particularly vulnerable to COVID-19 shall be asked to increase the frequency they wash their hands. Cleaning staff shall replenish and clean hand sanitiser dispensers. Hand hygiene measures will be reviewed periodically and adapted when necessary. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p>Social Distancing</p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-SDWG-20, COVID19-OPM-20 & COVID19-HB-20. In line with current Gov guidance Social distancing measures have been discontinued with the onus on personal responsibility adopted throughout our factories and offices. Floor markings which have been used for factory floors and office areas shall remain but are for guidance only. Room & area restrictions have been relaxed but the onus is on individuals to use common sense to ensure staff, customers and visitors are not put at risk. One-way systems will be encouraged to still be used to aid personal protection where possible. Staff are reminded by use of TTB and company notices of the importance of maintaining personal protection measures and to act responsibly on company premises. Office furniture will continue to be located so staff can work side by side or facing away from each other. 	<ul style="list-style-type: none"> Staff, visitors, or customers that are classed as being particularly vulnerable to COVID-19 shall be asked to act responsibly and according to each individual's needs without putting themselves and others at risk. As per Gov guidance Face to face meetings are allowed but attendees will be expected to act responsible at all times. Ensuring any additional mitigating measures are taken throughout the meeting to protect vulnerable people. Social distance measures will still be adopted in several offices and meeting rooms, but only when deemed necessary to protect staff and visitors. Covid measures will be reviewed as and when required and adapted to suit current national conditions. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-PPE-20, COVID19-OPM-20 & COVID19-HB-20. PPE specific to working activities shall be continue to be maintained. COVID-19 PPE will not be used as a control measure but will be required as a precautionary measure to reduce the risk of asymptomatic individuals spreading COVID-19 through our factories and offices. No change to policy. Staff, customers, visitors, and suppliers will are considered at risk shall be asked to wear face coverings (issued where necessary) while walking around our factories/offices and engaging with staff. Face coverings will be used as a further precaution in situations where conditions prevail. Surgical masks have been issued to first aiders, which shall only be used in the event of emergency, please refer to COVID19-FA-20 Rev.0. 	<ul style="list-style-type: none"> Staff, visitors, or customers that are classed as being particularly vulnerable to COVID-19 will be asked to wear a face covering or shield. This shall continue to be company policy. If face to face meetings are unavoidable, attendees shall ensure additional face coverings are worn and meeting times reduced. PPE measures will be reviewed as and when required and adapted in line with current conditions. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p>Cleaning</p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-C-20, COVID19-OPM-20 & COVID19-HB-20. An enhanced cleaning regime will continue with daily ongoing cleaning rota's, External cleaners will be used weekly. Vehicles will be cleaned after each use and when reallocating to other staff members. This will continue. Cleaning supplies will be placed on repeat order to ensure adequate supplies on a rolling basis. Staff are expected to act responsibly and to clean items before and after use if shared i.e. tool if unavoidable. 	<ul style="list-style-type: none"> Cleaning rota's will be completed daily and signed off. No change Records shall be stored. Cleaning rota's will be reviewed weekly and any shortfall addressed by the use or additional staff or additional shifts. COVID-19 additional cleaning measures shall be used in the event someone with COVID-19 has been within our factories, offices, or vehicles <i>(please refer to COVID19-OP-C & COVID19-OP-T-20)</i>. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><u>Inbound & Outbound Goods</u></p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-IOG-20, COVID19-T-20, COVID19-OPM-20 Rev.1 & COVID19-HB-20. Drop of areas will be used for supply/consumable deliveries to minimize contact between goods receiving staff and drivers. Digital delivery notes and test certificates will be requested, opposed to hard copy documentation. Fixed working groups will be used for loading and offloading large items. Drivers will be asked to stay in the cab of their vehicles where possible. Post shall be handled with gloves, post that requires circulation will require additional hand hygiene measures, please refer to COVID19-OP-IOG-20 Rev.0 for further information. Goods delivered to one of our customers sites, shall be received in accordance with our customers COVID-19 measures. 	<ul style="list-style-type: none"> Drivers who wish to used welfare facilities, will be asked to wash their hands (before and after entering or exiting our sites), issued a face mask/covering and instructed to maintain social distancing when on site (for further information, please refer to COVID19-OP-IOG-20 Rev.0) Inbound & outbound goods measures will be reviewed weekly and adapted when necessary. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><u>Office / Workshop Personnel</u></p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-OPM-20 & COVID19-HB-20. All staff are required to wash their hands when entering or exiting our factories or offices, by using fixed hand sanitising dispensers located at entrances and exits around our factories and offices. Staff shall maintain social distance, when starting, leaving and while working. Staff shall follow all guidance applicable to their activity. <p><u>Site Workers</u></p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-SW-20, COVID19-OPM-20 & COVID19-HB-20. Site staff shall ensure that they follow all guidance given by our customers when working on their sites. Staff shall follow our guidance when using company fleet vehicles or returning to head office. 	<ul style="list-style-type: none"> Staff have been issued and given training where necessary, to ensure our COVID-19 preventative measures are always understood and implemented. Staff have been issued with our COVID-19 handbook, explaining our strategy, system, and control measures. Staff have been issued with COVID-19 operating procedures, applicable to their work activities. Operating procedures and systems will be reviewed weekly and adapted where necessary. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p>Transport</p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-OPM-20, COVID19-OP-T-20 & COVID19-HB-20. Company fleet vehicles and loading vehicles have been included within our system. Vehicles have been allocated to individuals and measures put in place for reallocation. Vehicles will be cleaned after each shift or when reallocated. <p>Visitors & Meetings</p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-VM-20, COVID19-OPM-20 & COVID19-HB-20. All visitors shall be asked to follow our COVID-19 preventative measures at all time on site. Meetings shall only take place where necessary. Staff are required to follow all guidance given when arranging a visit or meeting within one of our factories or offices. 	<ul style="list-style-type: none"> Staff with vehicle responsibilities have been issued cleaning rota's that will be completed daily and signed off as complete. In the event of a person with COVID-19 having travelled/used within a vehicle, please follow our guidance for quarantine, cleaning, and reallocation of any vehicle <i>(Refer to COVID19-OP-C-20)</i> Operating procedures and systems will be reviewed weekly and adapted where necessary. Visitors will be asked to sign in and out of any factory/office they visit. Visitors shall be issued with PPE where required. All visitors must be accompanied by a host onsite. Operating procedures and systems will be reviewed weekly and adapted where necessary. 	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><u>Working from Home / Tracing</u></p> <ul style="list-style-type: none"> Operating procedure reference: COVID19-OPM-20, COVID19-OP-T-20 & COVID19-HB-20. All staff must sign a register each day to confirm they are well, have not been in contact with anyone suspected of having COVID-19 and are not showing symptoms of COVID-19. Staff locations will be documented, and records kept in the event of contact tracing measures being implemented. <p><u>Symptoms / Testing</u></p> <ul style="list-style-type: none"> Refer to COVID19-HB-20. All staff will be notified of any change to government guidance. Staff will be issued with applicable and current information, surrounding what they should do in the event of infection. All staff have been informed that if they feel unwell and have symptoms of COVID-19 they should remain at home and contact NHS 111. Staff have been informed that they will need to be tested and self-isolate if they have symptoms of COVID-19. 	<ul style="list-style-type: none"> Staff working from home have been issued specific lone working risk assessments, COVID-19 handbook, and relevant operating procedures. Operating procedures and systems will be reviewed weekly and adapted where necessary. Toolbox talks will include daily reminders of the most up to date information surround COVID-19 symptoms, and what they should do in the event they come in contact with someone with COVID-19 or have been infected by COVID-19. Operating procedures and systems will be reviewed weekly and adapted where necessary. 	-	-	-