

# COVID-19 (RISK ASSESSMENT)

<b>Assessor(s) Name:</b>	Simon Watts / Graham Feasey	<b>Document No:</b>	COVID19-RA-20
<b>Location:</b>	Unit 7, 14 & 15, Francis Way, Bowthorpe Employment Area, Norwich, NR5 9JA, Transportation & Various Construction Sites	<b>Assessment date:</b>	08.05.20
<b>Revision:</b>	1 * ( <i>star indicates changes</i> )	<b>Review date:</b>	03.02.21 (3 monthly or as required)
<b>Comment:</b>	Risk assessment alignment with COVID-19 system.	<b>Next review by:</b>	03.05.21
		<b>Review by:</b>	Simon Watts / Graham Feasey
		<b>Persons at risk:</b>	All Staff, Customers, Visitors and Suppliers

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

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

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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		L	S	R			L	S	R
Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><b>COVID-19 Strategy</b></p> <ul style="list-style-type: none"> <li>A COVID-19 response team and operating procedures applicable to all Advanced Metalcraft Ltd.'s operations have been developed.</li> <li>COVID-19 system reference: COVID19-HB-20</li> <li>COVID-19 operating procedure reference: COVID19-OPM-20</li> </ul> <p><b>Hand Hygiene</b></p> <ul style="list-style-type: none"> <li>Operating procedure reference: COVID19-HH-20, COVID19-HB-20 &amp; COVID19-OPM-20.</li> <li>Staff will be briefed daily of the importance of increased hand hygiene.</li> <li>Fixed wall sanitisers will be placed at every entry and exit point of each factory, kitchen, and corridor.</li> <li>Additional hand sanitisers will be supplied for office staff, vulnerable staff, meetings &amp; visitors.</li> <li>Further hand washing stations will be made available to all staff, customers, visitors, and suppliers that wish to use welfare facilities onsite.</li> </ul>	<ul style="list-style-type: none"> <li>Our COVID-19 system and control measures will be reviewed weekly, to ensure guidance is relevant and adapted when necessary.</li> <li>For further information surrounding our COVID-19 control measures, please refer to COVID19-HB-20 and relevant operating procedure applicable to your activity.</li> <li>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 and will be supplied with personal hand sanitisers.</li> <li>Cleaning staff shall replenish and clean hand sanitiser dispensers.</li> <li>Hand hygiene measures will be reviewed weekly and adapted when necessary.</li> </ul>	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Operating procedure reference: COVID19-SDWG-20, COVID19-OPM-20 &amp; COVID19-HB-20.</li> <li>Social distancing measures have been adopted throughout our factories and offices.</li> <li>Floor markings have been used for factory floors and areas where social distancing may be difficult to gauge.</li> <li>Room &amp; area restrictions have been used to ensure staff, customers and visitors can maintain social distancing.</li> <li>One-way systems will be used to aid social distancing where possible.</li> <li>Staff are reminded daily of the importance of maintaining adequate social distancing.</li> <li>2-meter social distance has been adopted,</li> <li>Limited areas shall adopt 1+ meter social distance with mitigating measures.</li> <li>Office furniture will be relocated so staff can work side by side or facing away from each other.</li> <li>Reception screens will be used.</li> </ul>	<ul style="list-style-type: none"> <li>Staff, visitors, or customers that are classed as being particularly vulnerable to COVID-19 shall be asked to maintain a 2-meter social distance.</li> <li>If face to face meetings are unavoidable, attendees shall ensure additional mitigating measures are taken throughout the meeting (meeting times should be reduced).</li> <li>In the event of an emergency, staff, customers, visitors, and suppliers are asked to maintain social distancing where possible.</li> <li>1+ social distance measure will be adopted in several offices and meeting rooms, but only when necessary.</li> <li>Social distance measures will be reviewed weekly and adapted when unavoidable (hand hygiene shall be increased at this time).</li> </ul>	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>Operating procedure reference: COVID19-PPE-20, COVID19-OPM-20 &amp; COVID19-HB-20.</li> <li>PPE specific to working activities shall be maintained.</li> <li>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.</li> <li>Staff, customers, visitors, and suppliers will be asked to wear face coverings (issued where necessary) while walking around our factories/offices and engaging with staff.</li> <li>Face coverings will be used as a further precaution in situations where social distancing is difficult to gauge.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Staff, visitors, or customers that are classed as being particularly vulnerable to COVID-19 will be asked to wear a face covering or shield.</li> <li>If face to face meetings are unavoidable, attendees shall ensure additional face coverings are worn and meeting times reduced.</li> <li>PPE measures will be reviewed weekly and adapted when necessary</li> </ul>	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Operating procedure reference: COVID19-C-20, COVID19-OPM-20 &amp; COVID19-HB-20.</li> <li>An enhanced cleaning regime will be adopted, with daily ongoing cleaning rota's,</li> <li>External cleaners will be used twice weekly (further deep cleaning).</li> <li>Vehicles will be cleaned after each use and when reallocating to other staff members.</li> <li>Cleaning supplies will be placed on repeat order to ensure adequate supplies on a rolling basis.</li> <li>Staff are required to clean items before and after use if shared i.e. tool if unavoidable.</li> <li>Rooms used for external visitors shall be cleaned prior to reallocation.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning rota's will be completed daily and signed off.</li> <li>Records shall be stored.</li> <li>Cleaning rota's will be reviewed weekly and any shortfall addressed by the use or additional staff or additional shifts.</li> <li>Shared printers shall be cleaned after each use.</li> <li>Office staff are asked to clean their workstations after each shift, computers, phones, and desks.</li> <li>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 &amp; COVID19-OP-T-20)</i>.</li> </ul>	-	-	-

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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><b><u>Inbound &amp; Outbound Goods</u></b></p> <ul style="list-style-type: none"> <li>Operating procedure reference: COVID19-IOG-20, COVID19-T-20, COVID19-OPM-20 Rev.1 &amp; COVID19-HB-20.</li> <li>Drop of areas will be used for supply/consumable deliveries to minimize contact between goods receiving staff and drivers.</li> <li>Digital delivery notes and test certificates will be requested, opposed to hard copy documentation.</li> <li>Fixed working groups will be used for loading and offloading large items.</li> <li>Drivers will be asked to stay in the cab of their vehicles where possible.</li> <li>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.</li> <li>Goods delivered to one of our customers sites, shall be received in accordance with our customers COVID-19 measures.</li> </ul>	<ul style="list-style-type: none"> <li>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)</li> <li>Inbound &amp; outbound goods measures will be reviewed weekly and adapted when necessary.</li> </ul>	-	-	-

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

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



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Spread of COVID-19	Advanced Metalcraft Ltd Staff, Customers, Visitors and Suppliers	-	-	-	<p><b><u>Working from Home / Tracing</u></b></p> <ul style="list-style-type: none"> <li>Operating procedure reference: COVID19-OPM-20, COVID19-OP-T-20 &amp; COVID19-HB-20.</li> <li>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.</li> <li>Staff locations will be documented, and records kept in the event of contact tracing measures being implemented.</li> </ul> <p><b><u>Symptoms / Testing</u></b></p> <ul style="list-style-type: none"> <li>Refer to COVID19-HB-20.</li> <li>All staff will be notified of any change to government guidance.</li> <li>Staff will be issued with applicable and current information, surrounding what they should do in the event of infection.</li> <li>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.</li> <li>Staff have been informed that they will need to be tested and self-isolate if they have symptoms of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Staff working from home have been issued specific lone working risk assessments, COVID-19 handbook, and relevant operating procedures.</li> <li>Operating procedures and systems will be reviewed weekly and adapted where necessary.</li> <li>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.</li> <li>Operating procedures and systems will be reviewed weekly and adapted where necessary.</li> </ul>	-	-	-