

Risk Assessment Document

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Risk Assessment		Coronavirus Covid - 19		Assessment Ref. No. RA 505	Revision 12							
Lead Assessor. S. Saffin		Task Location EURAC Poole Site		Assessment Date 14/08/2020								
Assessment Team. M. Alderson		Location Across Site		Review Date 22/04/2021								
Task Description –		Supporting Information Relating to this Risk Assessment (tick if applicable)										
Covid – 19 Business Continuity Plan		PPE		Ref:								
		COSHH		Ref:								
		MH/Ergo		Ref:								
Identified Hazard	Worst Case Assess.			Risk After Controls		Additional Controls SFARP (If required or including contingency)	Residual Risk					
	Prob	Sev	Risk =PxS	Current Control Measures			P.A	Prob	Sev	Risk =PxS	P	S

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Covid – 19 Virus Infection spread Through group gatherings.	6	40	240	<p>Social Distancing of 2 meters as per Government Guidelines. Staggered shift change-over times. 2m distancing of tables & chairs in Canteen. Departmental Shifts are to be classed as a “Team Bubble” and employees should not swap between shifts or departments where practicable. Additional precautions must be taken if unavoidable. Staggered break times. Extended official smoking areas. Work from home where practicable. One-way pedestrian route though canteen, toilet and shower and office block. One person at a time at any clocking station. Follow the entry and exit routes into the office block and the direction of travel on the stairways Where Social Distancing in the workplace is impractical and there is no other way to complete the task, then employees are to work side by side or back to back not face on to each other. Change in working hours and practices to ensure office and foundry Social Distancing can be achieved. Each department has its own entrance and egress routes which must be adhered to. All employees issued with a 2m personal proximity alarm, must wear it while on site and act upon its activation to maintain a 2m distance from another employee.</p>	E C V	1	40	40	<p>Employees have been instructed not to come to work early. This is to prevent gatherings prior to the start of shift. Observe 2m distancing markings and signage across site. If Social 2m Distancing cannot be practiced, then 1+ meter can be adopted and depending on the circumstance additional protective measures implemented, such as reduced persons working at a time in any office, workers not directly facing each other, the wearing of face coverings or visors, reduced time within close proximity. The repositioning of workstations, sneeze barriers or the wearing of face covering. NHS QR code displayed throughout the company. All apprentices that attend external educational establishments must wear a face covering while on the EURAC site</p>			
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Risk Assessment Continuation sheet				Assessment Ref No. RA 505								
Identified Hazard	Worst Case Assess.			Current Control Measures	Risk After Controls				Additional Controls SFARP (If required or including contingency)	Residual Risk		
	Prob	Sev	Risk =PxS		P.A	Prob	Sev	Risk =PxS		P	S	Risk =PxS
Covid – 19 Virus Infection spread Through unhygienic practices.	6	40	240	<p>Hygienic practices as per Government Guidelines, must be followed which include: Regularly hand washing. Sanitizing hand gel has been supplied to communal areas such as the canteen, clock stations and reception. Refrain from touching, eyes, nose or mouth. Used handkerchiefs / tissues must be disposed of in bins with lids. All hard surfaces and communal areas are to be more rigorously cleaned, additional cleaners now on every shift and contract cleaner extended hours to comply. Sanitizing wipes and hand gel dispensers are supplied to all production and office area's for cleaning of hands and shared equipment. Observe signage around site. Personal towels in the shower block must not be left on communal hooks, they must be stored in personal lockers or removed each day. Employees to wear protective gloves where practical. Face coverings are available for employees that wish to wear them while at work.</p>	E C V	1	40	40	<p>Offices being disinfected by using a fogging machine weekly</p> <p>Contract company fogging the following foundry areas: Maintenance Workshop Metal Control Offices both Calamari's Electric Melt Office QA Office Canteen Toilet and Shower Block, Any other areas as required, on a weekly basis.</p>			

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Covid – 19 Virus Infection spread Through unhygienic practices.	6	40	240	Use paper towels where possible to dry hands and dispose of in bins. If an employee feels unwell, they must inform their Supervisor and follow the Governments Guidelines.	E C V	1	40	40	The company has rapid test kits that can be used if required for suspect infection.			
Covid – 19 Virus Infection control for 1 st Aiders attending a patient	6	40	240	In line with government advice, make sure you wash your hands or use hand sanitiser, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them, the wearing of a face covering recommended. Don't lose sight of other cross contamination that could occur that isn't related to COVID-19. Wear gloves or cover hands when dealing with open wounds Cover cuts and grazes on your hands with waterproof dressing Dispose of all waste safely Do not touch a wound with your bare hand Do not touch any part of a dressing that will come in contact with a wound.	E	4	40	160	The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. As this is a new disease this is an ever-changing situation the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.			

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	Prob	Sev	Risk =PxS		P.A	Prob	Sev	Risk =PxS		P	S	Risk =PxS
Covid – 19 Virus Infection spread due to Contractors on site that may infect or contract Covid – 19.	6	40	240	<p>Contractor can only come to site once they are aware of EURAC's controls in this RA.</p> <p>All contractors must complete the sign-in log either in Reception or the Maintenance Supervisors Office and give contact details as part of the Governments Test and Trace Scheme. Contractors must follow the Governments Guidelines and control measures regards Social Distancing and Hygiene.</p> <p>Contractors coming to site must have their temperature taken prior to entering the workplace.</p> <p>The contractor must act upon any temperature above 37.8 degrees C and isolate themselves they must inform their EURAC contact and leave site. All contractors must supply their own PPE.</p> <p>Contractors must wear a face covering while on site.</p> <p>Contractors must only use the washing and toilet facilities in the Dispatch Yard and not the employee cloakroom or showers.</p> <p>Contractors must not use the staff canteen or facilities</p> <p>All waste generated by the contractor must be removed from site by the contractor.</p> <p>All normal PPE requirements throughout the foundry still apply.</p>	E C	1	40	40	<p>Shutdown Periods ONLY</p> <p>Contractors to sign in as highlighted in shutdown site rules</p> <p>Additional sign in area will be provided in the Machine Shop side entrance door porch.</p> <p>Canteen area will be provided in the ex-Machine Shop with a one way entry / exit system.</p> <p>NHS QR code displayed throughout the company</p> <p>There is a handheld thermometer with the EHS Office and thermal cameras in reception, clock-house and canteen to check a visitor's temperature, when they arrive.</p>			

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	Prob	Sev	Risk =PxS		P.A	Prob	Sev	Risk =PxS		P	S	Risk =PxS
	Covid – 19 Virus Infection spread due to Delivery and collection drivers on site that may infect or contract Covid – 19.	6	40		240	Drivers must follow the Governments Guidelines and control measures in this RA regards Social Distancing and Hygiene. All drivers must supply their own PPE as required. Drivers must only use the washing and toilet facilities in the Dispatch Yard and not the employee cloakroom or showers. Drivers must not use the staff canteen. No overnight parking on site is permitted. No driver can enter the building, they must use the bell at the dispatch bay door to summon attention.	E C	1		40	40	NHS QR code displayed throughout the company
Covid – 19 Virus Infection spread due to Employees taking receipt of deliveries that may come into contact with hard / smooth boxes or packaging that the virus can survive on.	6	40	240	Employees must wear protective gloves when handling recent deliveries. Delivery setting down points such as tables or counters must be sanitized or kept clean with mild bleach solution.	E	4	40	160	All stock deliveries via Maintenance Stores during normal working hours. Where possible do not unpack delivery for 24 hrs.			

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Covid – 19 Virus Infection spread due to Visitors on site that may infect or contract Covid – 19.	6	40	240	All visitors must complete the sign-in log either in Reception or the Maintenance Supervisors Office and give contact details as part of the Governments Test and Trace Scheme. Visitors coming to site must have their temperature taken prior to entering the workplace The visitor must act upon any temperature above 37.8 degrees C and isolate themselves they must inform their EURAC contact and leave site. Visitors must wear a face covering while on site. All visitors must be made aware of this Risk Assessment and be chaperoned by their EURAC contact while on site.	E V	1	40	40	NHS QR code displayed throughout the company There is a handheld thermometer with the EHS Office and thermal cameras in reception, clock-house and canteen to check a visitor's temperature, when they arrive.			
NHS notified employee as being at higher risk of contraction or the effects of Covid– 19 infection.	6	40	240	Employee must follow Government or NHS Guidelines for infection control.	E	1	40	40	Employees to keep the company informed if any change in their risk level.			
Covid – 19 Virus Infection spread due to mass gatherings during an emergency evacuation.	6	40	240	Emergency evacuation point in the carpark is large enough for each department and employee to keep a 2m Social Distance.	E C V	1	40	40				
Covid – 19 Virus Infection control during the use of pool vehicles.	6	40	240	The user must clean commonly touched areas in the vehicles prior to using it and must include. Handles (inside and out) Steering wheel and starter button Centre touchscreen and stereo Handbrake and gearstick Keys and key fob Indicators and wiper stalks Windows, mirrors and mirror switches, Seat adjusters any other controls	E V	1	40	40	All three pool cars have sanitising wipes and hand gel I them for use by the occupants.			

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Covid – 19 Virus Infection control during the use of shared industrial vehicles	6	40	240	The driver of any site vehicle must wipe down the commonly touched items with disinfectant wipes prior to using the vehicle. Wear gloves where practical.	E	1	40	40	Disinfectant can be sourced from the canteen cleaning operators and wipes have been issued to departmental supervisors, more can be drawn from the stores as required. Hand sanitising stations are located at various positions within departments across site.			
Covid – 19 Virus Infection control after travelling abroad and returning to the UK.	4	40	160	Do not travel unless unavoidable. Any employee returning to the UK from another country must self-isolate for 14 days as per the Governments current instruction, unless returning from a country that has been identified as having low infection rate and is part of the Travel Corridor system.	E	1	40	40	On returning to work the employee must present their isolation paperwork to his Manager. This is a constantly changing situation and the employee must take the latest Government advise before travelling.			
Covid – 19 Virus Infection spreading outside a working bubble through cross contamination due to working in another workplace bubble	6	40	240	If working or visiting another department or shift outside the normal work bubble the individual must wear a face covering in addition to carrying out a self-hygiene and equipment cleaning regime. Each department has its own entrance and egress routes which must be adhered to by persons working in that department	E	1	40	40	Disinfectant can be sourced from the canteen cleaning operators and wipes have been issued to departmental supervisors, more can be drawn from the stores as required. Hand sanitising stations are located at various positions within departments across site.			
Covid – 19 Virus Infection Control New starter, temporary or agency staff who come to site that do not have symptoms of Covid - 19	6	40	240	A new starter must undertake a rapid result Covid-19 test prior to entering the workplace.	E C	1	40	40	There are rapid result test kits with the EHS and Production Managers			
Covid – 19 Virus Infection Control Employees who come to site that do not have symptoms of Covid – 19 however their temperature is raised.	6	40	240	All staff must take their temperature at the start of every “working day”. Any temperature above 37.8 deg C then that person must isolate themselves in their car and await their manager to contact them.	E	1	40	40	There is a handheld thermometer with the EHS Office and thermal cameras in reception, clock-house and canteen to check a visitor’s temperature, when they arrive.			

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Covid – 19 Virus Infection spread due to contractor or visitor who attends site that cannot wear a close-fitting face covering for medical reasons	4	100	400	Person must have their temperature taken by onsite equipment. Each case will be re-assessed on their individual requirements,	E C V	4	100	400	Rapid Covid-19 test kits are available, along with visors for those who cannot wear close fitting face coverings. Isolated working with distance supervision can be achieved in certain areas			
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Probability	Score	Severity (Consequences)	Score	Action to be Taken Relevant to Rating	Person affected {P.A}
Inevitable	10	May cause death by accident or illness	100	601 - 1000 Immediate cessation of work. Risk reduction to be implemented	E = Employee
Very High Probability	8	May cause serious accident leading to a permanent disability or serious chronic illness	40	210 – 600 Review management processes reduce SFARP	C = Contractor
Probable	6	LTA or illness preventing normal duties	21	85 – 209 Improvements in controls need to reduce risk	V = Visitor
Unlikely	4	Non-LTA requiring medical treatment	8	33 - 84 Review controls, monitor compliance	P = Public
Low prob	1	First Aid Injury	2	1 – 32 Controls adequate, monitor compliance	