

COVID-19 RISK ASSESSMENT



Document Ref: RA-10114B

Task / Activity being carried out: Business operations during the COVID-19 pandemic. Business operations during the COVID-19 pandemic. Risk assessment will be regularly reviewed to ensure any new government guidance is implemented.

Activity	Hazard Description and any Effects	Persons at Risk <small>Employee / Contractor / Visitor / Public</small>	Hazard Severity (A)	Likelihood (B)	Risk Rating AxB	Next Step	Controls	New Hazard Severity (A)	New Likelihood (B)	New Risk Rating AxB
1	Staff member at home showing symptoms or being in close contact with persons with symptoms.	All	4	3	12	<p>Red - Stop task!</p> <p>Yellow - implement controls then reassess</p> <p>Green - assessment can stop but implement</p>	<p>1. Regular advice issued in company bulletins to remain at home and not attend work. Employees instructed to follow the latest Government isolation advice.</p> <p>2. Reviews of latest Government / WHO guidance is undertaken, and the information in company bulletins updated as required.</p>	4	2	8
2	Staff member at work showing symptoms.	All	4	4	16		<p>1. Warning signage on all external doors advising staff not to enter if they have any symptoms.</p> <p>2. Non-contact thermometer available for all staff to check their temperature.</p> <p>3. Staff with symptoms immediately instructed to leave the building.</p> <p>4. As good practice production work areas/tooling would be immediately be quarantined and cleaned by nominated personnel using an anti-bacterial cleaning product. Office based locations would be cleaned and due to low population in these areas can be quarantined for 72 hours with minimal impact.</p> <p>5. If the employee is tested and confirmed positive, their area and tools will be subjected to a further specialist chemical clean.</p>	4	2	8
3	Transmission between co-workers	E/V/C	4	3	12		<p>1. Regular advice issued in company bulletins to remain at home and not attend work when required to self-isolate. Warning signage on external doors not to enter if showing symptoms.</p> <p>2. Non contact thermometer available for staff to self test if required.</p> <p>3. Promotion of good hand and respiratory hygiene, implementation of infection control procedures.</p> <p>4. Social distancing in place, signage displayed around the building as a reminder. Face coverings are issued for those occasions when 2mt distance cannot be implemented. Cohorting will be implemented where possible.</p> <p>5. Work carried out working back to back where possible.</p> <p>6. Meetings suspended with external persons.</p> <p>7. Diner taken out of service to reduce risk of infection, staff permitted to eat in their work area.</p> <p>8. Actively encouraging a distance of 2 mts between colleagues where possible, signage displayed. Reduce the number of persons in any one area i.e. splitting up build areas to ensure compliance with recommended 2 mt separation.</p> <p>9. Staff entering/exiting the building kept apart by 2 metres.</p> <p>10. Review of work schedules undertaken, internal start and finish times, shift patterns, working from home etc where possible.</p> <p>11. Where possible we will redesign processes to ensure social distancing is in place.</p> <p>12. Conference calls / Teams used to avoid face to face meetings.</p> <p>13. Welfare facilities and smoking areas to be modified to accommodate social distancing requirements. Short term controls - face coverings to be worn in the toilets. Smokers permitted to move out of the smoke shelter.</p> <p>Consideration to be given to a one-way system on pedestrian walkways.</p> <p>14. Floor markings to promote social distancing required where staff assemble i.e. Clock card machines.</p> <p>15. First aiders have been given guidance regarding resuscitation and general first aid.</p>	4	2	8
	Lack of infection control could cause the virus to spread between employees.	E/V/C	4	4	16	<p>1. Regular cleaning of frequently touched communal areas surfaces i.e. Door handles, toilets, bin lids, hand rails etc. Between shifts clean of all shared tooling / equipment / PC's etc. Checklist completed to demonstrate compliance.</p> <p>2. A cleaning regime is in place to ensure the workplace, including welfare facilities are serviced and suitably cleaned on a regular basis. Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet. Disinfectant wipes and spray cleaning equipment are issued.</p> <p>3. Individual hand sanitiser bottles to be issued to all personnel to reduce the transmission from shared tools to/from co-workers.</p> <p>4. Ventilation systems to bring more fresh air into the building where possible. Consideration of a UV cleaning system for the office a/c being discussed.</p>	4	2	8	

Assessed by: B Hemingway

Reviewed by: A Childs

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4 Travel between sites.	Possible to spread the virus to co-workers or others in the work place.	All	4	3	12	Red - Stop task! Yellow - implement controls then reassess Green - assessment can stop but implement	1. All non-essential trips have been cancelled. Only personnel permitted to travel to other sites are service / support engineers providing critical technical services. Members of the sales team are permitted to visit sites to provide advice for the provision of units to a critical business. 2. All site engineers are issued with face coverings, hand sanitiser and disposable gloves. Cohorting will be implemented where possible i.e. engineers that are related. Generic and site specific COVID-19 RAMS are issued to cover the activities being undertaken. 3. All site engineers / sales engineers will follow any instructions issued by the client for safe working on their site. 4. When restrictions start to be lifted staff members would be asked to inform their manager of any forthcoming travel plans. 5. All non-essential visits to the premises have been postponed until further notice. Only those providing specialist cleaning, breakdown engineers, and consultants undertaking statutory inspection are granted access. All are notified of the requirement to maintain a 2mt distance from Airedale employees and to wear a face covering.	4	2	8
5 Higher risk individuals.	More serious symptoms for this group. Employees in the BAME group.	E	4	4	16		All high-risk individuals with health conditions have been relocated to work from home. DSE assessments undertaken where needed. Maintain the good controls currently in place. Implement any further advice issued.	4	2	8
6 Risk to individuals from their job role.	In most roles staff can maintain social distancing. Staff are in close contact with each other to carry out 2 man work, i.e. manual handling, fitting fans/coils etc. Social distancing cannot be achieved increasing the risk of spreading the virus.	E	4	3	12		1. Office based workers have been re-located to work from home. DSE assessments undertaken. 2. Where the company has identified the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff instructed in a tool box talk that the wearing of gloves is not a substitute for good hand washing. Labourers will wear gloves for all cleaning due to their increased exposure. 3. Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings. In all other settings i.e. manufacturing, individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Airedale provides masks/face coverings for occasions where social distancing cannot be maintained, these are not issued as a form of RPE, so no face fit testing has been carried out.	4	2	8
7 Drivers from other companies delivering to stores or collecting units.	Individuals are unknown to us, and we are unaware of what guidance/ information they have been issued with. They may be self-employed and need to work even with symptoms.	E	4	3	12		1. Drivers are permitted to access to the loading area. Stores personnel have personally issued stocks of hand sanitiser for handling paperwork. 2. Hand washing promoted and sanitiser gel provided, instructions displayed in multiple languages. Drivers must ensure they comply with the good personal hygiene guidance at all times.	4	2	8
8 Mental health issues.	The crisis is causing elevated rates of stress, anxiety, loneliness, depression and harmful alcohol and drug use. Homeworkers and furloughed staff may feel isolated being away from colleagues and the change in routine.	E	3	4	12		1. Management will promote mental health & wellbeing awareness to staff during the COVID-19 outbreak, and will offer whatever support they can. 2. Internal communication channels and cascading of messages through Managers, Team & Line Leaders will be carried out regularly to reassure and support employees. 3. Managers/Supervisors will offer support to staff who are affected by COVID-19, or has a family member affected. 4. Regular communication of mental health information and an open-door policy for those who need additional support to be adopted by management.	3	2	6
9 Skin issues.	Increased hand washing and use of hand sanitiser may lead to skin drying out / cracking. Risk of skin infections.	E	3	3	9	1. The Company provides hand wash facilities / products. Staff are advised at commencement of employment of product uses and application. It is the responsibility of the staff member to use the skin care products in accordance with training received. 2. Additional supplies of hand moisturiser have been made available to assist staff in maintaining healthy skin.	3	2	6	

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