

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

Assessment carried out by: Rob Bell & Neil Giddens

Date assessment carried out: 18/05/20 (update 06/01/21)

Date for review: 06/04/21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Direct transmission between employees</b></p> <p><i>It has been concluded that, for workshop staff, distancing is difficult to maintain consistently; so each shifts is being treated as a 'bubble' and any crossover minimised to a very brief handover. In addition, office staff restricted to one per day on-site with strict observance of distancing from each other and workshop staff. Everyone has confirmed they are happy with these arrangements (5/1/21).</i></p>	Employees	<ul style="list-style-type: none"> <li>• Communications on risks and mitigations.</li> <li>• Staff advised to stay at home in event of ANY illnesses.</li> <li>• All office staff working from home (or furloughed).</li> <li>• Max 30% of staff on site at any time; rest are furloughed.</li> <li>• Rotating teams of 2 have stayed same and not been mixed.</li> <li>• Verbal and written reminders of social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• For necessary 2-person handling, both people involved must wear face coverings and minimise the time spent on task.</li> <li>• Due to power/air supplies, and other fixings, it is not feasible to move workbenches – clear screening erected between workbenches.</li> <li>• Indoor face-to-face discussions strongly discouraged in favour of outdoor discussions.</li> <li>• Fixed teams will continue (may increase shortly to teams of 3).</li> <li>• Floor markings applied as far as possible behind benches (approx. 1.8m) to prevent close passing.</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> <li>• RB</li> <li>• All</li> <li>• RB</li> <li>• RB</li> </ul>	<ul style="list-style-type: none"> <li>• Light masks ordered 13/5 for use w/c 25/5</li> <li>• Ordered 15/5</li> <li>• w/c 25/5</li> <li>• w/c 25/5</li> <li>• w/c 25/5</li> </ul>	<ul style="list-style-type: none"> <li>• In place 21/5</li> <li>• In place 06/20</li> <li>• Employee document 22/5</li> <li>• Employee document 22/5</li> <li>• In place 21/5</li> </ul>

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

			<p>Staff must not face each other when passing. (Moving racks to create gangway considered not necessary due to other measures)</p> <ul style="list-style-type: none"> <li>To improve ventilation (difficult because two sides of the premises back onto others), doors &amp; windows will be left open but soft barriers used to prevent non-employee entry.</li> <li>The kitchen/toilet area is a narrow corridor and restricted space – a cone is used to indicate occupation and prevent more than one person occupying the area.</li> <li>Staff advised never to pass documents, tools or equipment directly.</li> <li>All staff will be issued with hi-vis vests, to be worn at all times, displaying 2m reminders front and back.</li> <li>To minimise movement, staff encouraged to collect as many materials</li> </ul>	<ul style="list-style-type: none"> <li>All</li> <li>All</li> <li>All</li> <li>All</li> <li>All</li> </ul>	<ul style="list-style-type: none"> <li>Signs ordered 15/5</li> <li>Cone ordered 15/5</li> <li>w/c 25/5</li> <li>Ordered 13/5</li> <li>w/c 25/5</li> </ul>	<ul style="list-style-type: none"> <li>In place 21/5 <b>Note:</b> agreed that during cold winter, staff in workshop do not want doors left open</li> <li>In place 21/5</li> <li>Employee document 22/5</li> <li>In place 21/5</li> </ul>
--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

			as possible in a visit to the warehouse or components racks.			document 22/5
<b>Direct transmission between employees and non-employees</b>	Employees Carrier drivers Postal workers	<ul style="list-style-type: none"> <li>• Communications on risks and mitigations.</li> <li>• Staff advised to stay at home in event of ANY illnesses.</li> <li>• Signs on doors prohibiting entry to non-employees.</li> <li>• Doors kept locked (key left in lock) other than for specific entry, egress and deliveries.</li> <li>• Deliveries and collections cross over outside premises and at distance.</li> </ul>	<ul style="list-style-type: none"> <li>• Any necessary 2-person handling will be carried out by employees (see note above) only, with drivers at least 2m away.</li> <li>• An additional sign on the goods door (both sides) will remind all of the 2m social distancing guidelines.</li> <li>• All staff will be issued with hi-vis vests, to be worn at all times, displaying 2m reminders front and back.</li> </ul>	<ul style="list-style-type: none"> <li>• Point 1 above</li> <li>• RB</li> <li>• Last point above</li> </ul>	<ul style="list-style-type: none"> <li>• Point 1 above</li> <li>• w/c 18/5</li> <li>• Last point above</li> </ul>	<ul style="list-style-type: none"> <li>• Point 1 above</li> <li>• In place 21/5</li> <li>• Last point above</li> </ul>
<b>Indirect transmission between employees via contact surfaces</b>  <i>Note: recent evidence has been released which shows this is less of a risk than originally thought as long as</i>	Employees	<ul style="list-style-type: none"> <li>• Communications on risks and mitigations.</li> <li>• Provision of hot water, soap, paper towels and alcohol sanitiser.</li> <li>• Cleaning all contact surfaces such as handles, switches, taps, kettle, fridge etc</li> </ul>	<ul style="list-style-type: none"> <li>• Handles, switches, taps, kettle, fridge door etc to be wiped down at start and end of day, and at lunchtime by single nominated person using cleaner and disposable paper towels and gloves.</li> <li>• Sanitiser access points to be increased by issuing</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated person from each shift</li> <li>• RB</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 25/5</li> <li>• ordered 18/5</li> </ul>	<ul style="list-style-type: none"> <li>• Employee document 22/5</li> <li>• In place 18/5</li> </ul>

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

<p><i>good hand hygiene is followed.</i></p>		<p>at least daily (process sheet near stairs).</p> <ul style="list-style-type: none"> <li>● Hand towels removed and paper towels introduced.</li> <li>● All office staff working from home (or furloughed).</li> </ul>	<p>dispenser to all staff for use on bench/desk.</p>			
<p><b>Indirect transmission between employees via shared tools and equipment</b></p> <p><i>Note: recent evidence has been released which shows this is less of a risk than originally thought as long as good hand hygiene is followed.</i></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>● Communication on risks and mitigations.</li> <li>● Provision of hot water, soap, paper towels and alcohol sanitiser.</li> <li>● Most employees have sole-use tools for regular work; only specialist/expensive tools are shared.</li> <li>● Workshop computer is shared, but cleaned at least daily.</li> <li>● All office staff working from home (or furloughed).</li> </ul>	<ul style="list-style-type: none"> <li>● Any shared tools to be wiped down prior to use, and passed only via pass-points between benches.</li> <li>● Single person each day nominated to use workshop PC, cleaned down at start of day.</li> <li>● Single person each day nominated to use electrical tester, cleaned down at start of day.</li> <li>● Electrical tester emergency stop is too close to allow social distancing, and will be relocated to reduce proximity.</li> <li>● Touch-parts of drill, lathe, threader etc to be wiped down prior to each use.</li> </ul>	<ul style="list-style-type: none"> <li>● All</li> <li>● Nominated person from each shift</li> <li>● Nominated person from each shift</li> <li>● RB</li> <li>● All</li> <li>● All</li> </ul>	<ul style="list-style-type: none"> <li>● w/c 25/5</li> <li>● w/c 25/5</li> <li>● w/c 25/5</li> <li>● w/c 25/5</li> <li>● w/c 25/5</li> <li>● w/c 25/5</li> </ul>	<ul style="list-style-type: none"> <li>● Employee document 22/5</li> <li>● In place 21/5</li> <li>● In place 21/5</li> <li>● Extra switch installed 3m away 21/5</li> <li>● Employee document 22/5</li> </ul>

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

			<ul style="list-style-type: none"> <li>• Only one person in test room at any time, due to its enclosed nature. All touch-points and shared tools to be wiped down prior to each use.</li> <li>• PPE such as safety glasses, gloves and masks not to be shared.</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> </ul>	<ul style="list-style-type: none"> <li>• Additional glasses ordered 18/5 for w/c 25/5</li> </ul>	<ul style="list-style-type: none"> <li>• Employee document 22/5</li> </ul>
<p><b>Indirect transmission to employees via incoming deliveries</b></p> <p><i>Note: recent evidence has been released which shows this is less of a risk than originally thought as long as good hand hygiene is followed.</i></p>	Employees	<ul style="list-style-type: none"> <li>• Delivery drivers barred from unauthorised entry by locked doors.</li> <li>• Parcels left outside for collection by employee after delivery driver has left.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-emphasis/signage to ensure deliveries left at doorstep outside.</li> <li>• Any necessary 2-person handling will be done by employees (see note above) only, with carrier drivers at least 2m away.</li> <li>• MD reviews all orders prior to placement to determine if we should order higher quantities to reduce order frequency.</li> </ul>	<ul style="list-style-type: none"> <li>• RB</li> <li>• See point 1</li> <li>• RB</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 18/5</li> <li>• See point 1</li> <li>• From 15/5</li> </ul>	<ul style="list-style-type: none"> <li>• In place 21/5</li> <li>• See point 1</li> <li>• From 15/5</li> </ul>
<p><b>Indirect transmission from employees to carrier drivers via outgoing deliveries</b></p> <p><i>Note: recent evidence shows this is less of a risk than originally thought as long as</i></p>	Carrier drivers	<ul style="list-style-type: none"> <li>• Communication on risks and mitigations.</li> <li>• Provision of hot water, soap, paper towels and alcohol sanitiser.</li> <li>• Collection drivers barred from</li> </ul>	<ul style="list-style-type: none"> <li>• All outgoing shipments to be placed outside shortly before, or upon, arrival of carrier.</li> <li>• Any necessary 2-person handling will be done by employees (see note above) only, with carrier drivers at least 2m away.</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> <li>• See point 1</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 18/5</li> <li>• See point 1</li> </ul>	<ul style="list-style-type: none"> <li>• Employee document 22/5</li> <li>• See point 1</li> </ul>

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

<p><i>good hand hygiene is followed.</i></p>		<p>unauthorised entry by locked doors.</p>				
<p><b>Any of the above for employees with specific vulnerabilities</b></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>Office employee with Asthma working from home (or furloughed).</li> <li>Workshop employee with vulnerable wife partnering with only one other employee.</li> <li>Any employee with any illness staying at home.</li> </ul>	<ul style="list-style-type: none"> <li>Asthma sufferer will continue to be subject to special guidance but will be able to work from home to some degree as business strengthens.</li> <li>Employee with vulnerable wife may require special flexibility – discussions are open and ongoing.</li> </ul>	<ul style="list-style-type: none"> <li>RM/CM</li> <li>RB/SM</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing <i>5/1/21 Confirmed that 'vulnerable' letter was not received by employee in 2020</i></li> <li>Ongoing <i>5/1/21 Confirmed that employee concerned is still happy to work</i></li> </ul>
<p><b>Note on: Anyone on site</b></p>	<p>Employees Carrier drivers Postal workers <i>Visitors, including auditors</i></p>	<ul style="list-style-type: none"> <li>Anyone who can work at home is doing so or is furloughed.</li> <li>Workshop staff in fixed teams or furloughed.</li> <li>Sole-working is not appropriate, minimum two staff on site.</li> <li>External meetings cancelled; internal meetings held at social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Any meetings between employees will take place outdoors if at all possible.</li> <li>Staff will decide their own staggered break times, and will be encouraged to take breaks outside if possible.</li> <li><i>Auditors, and occasional other meetings, take place only in well-ventilated meeting rooms</i></li> </ul>	<ul style="list-style-type: none"> <li>All</li> <li>RB/All</li> <li>RB</li> </ul>	<ul style="list-style-type: none"> <li>w/c 25/5</li> <li>w/c 25/5</li> <li><i>Ongoing (occasional only)</i></li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Employee document 22/5</li> <li><i>Ongoing</i></li> </ul>

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue

<p><b>Note on: Homeworkers and furloughed staff</b></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• Equipment provided if not available, access to systems provided.</li> <li>• ALL staff, working or furloughed, contacted regularly by the MD. Access to free training/webinars has been made available.</li> </ul>	<ul style="list-style-type: none"> <li>• This document does not cover office-specific issues as only the MD is attending the office on occasion – a review of particular risks/mitigations will be carried out prior to the re-opening of the office.</li> </ul>	<ul style="list-style-type: none"> <li>• RB</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing As from 6/1/21 only one person in office at once, rest working from home or on furlough</li> </ul>
<p><b>Note on: PPE Use (including 'face coverings')</b></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• PPE provided for specific tasks (gloves, hearing protection, vapour masks etc).</li> <li>• PPE is not shared e.g. everyone who sprays has their own vapour mask.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision/use of face coverings for use only for tasks where social distancing is not possible e.g. 2-person lifting.</li> <li>• Note: guidance states no evidence for benefit from permanent wearing of PPE beyond that normally required for a work task.</li> <li>• Staff to be reminded that PPE is not to be shared, applied only with clean hands and does not remove hand-washing.</li> </ul>	<ul style="list-style-type: none"> <li>• See point 1</li> <li>• -</li> <li>• RB</li> </ul>	<ul style="list-style-type: none"> <li>• See point 1</li> <li>• -</li> <li>• w/c 18/5</li> </ul>	<ul style="list-style-type: none"> <li>• See point 1</li> <li>• -</li> <li>• Employee document 22/5</li> </ul>
<p><b>Note on: Mental health</b></p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• WhatsApp group set up for all, for sharing information, advice and communicating.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote mental health and wellbeing awareness, maintaining an open door (open</li> </ul>	<ul style="list-style-type: none"> <li>• See point 1</li> </ul>	<ul style="list-style-type: none"> <li>• See point 1</li> </ul>	<ul style="list-style-type: none"> <li>• See point 1</li> </ul>

# APPENDIX A: Risk assessment – COVID-19

06/01/21 updates shown in blue



		<p>Staff are kept up to date with both the business, and latest government advice.</p> <ul style="list-style-type: none"><li>• All staff/management are open, respectful and approachable.</li></ul>	<p>phone) policy for those that need support.</p> <ul style="list-style-type: none"><li>• MD committed to speaking to all employees at least once per week.</li></ul>	<ul style="list-style-type: none"><li>• RB</li></ul>	<ul style="list-style-type: none"><li>• From 15/5</li></ul>	<ul style="list-style-type: none"><li>• Originally</li></ul>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------	-------------------------------------------------------------	--------------------------------------------------------------