

Risk assessment for the re-opening of Amada UK following relaxation of Covid-19 lockdown measures

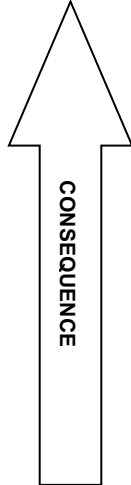

Introduction

This risk assessment has been carried out to ensure compliance with the Health & Safety at Work Etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and other associated legislation.

It follows the approach detailed in the Health & Safety Executive Guidance "5 Steps to Risk Assessment". The 5 steps are as follows:

1. Identify the hazards
2. Decide who can be harmed
3. Evaluate the risk, by determining the likelihood of injury and the severity of the outcome
4. Record the findings
5. Review regularly, and where there is reason to believe that the assessment is no longer valid

Scoring System

 CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
	 LIKELIHOOD					

Likelihood is ranked in terms of possibility of hazardous event happening:

- 1 – Very unlikely (1 chance in 1 Million)
- 2 – Unlikely (1 chance in 100,000)
- 3 - Fairly likely (1 chance in 10,000)
- 4 - Likely (1 chance in 1,000)
- 5 – Very Likely (1 chance in 100)

Consequence is ranked as:

- 1 – Insignificant (no injury)
- 2 – Minor (minor injury needing first aid)
- 3 – Moderate (up to 7 days absence)
- 4 – Major (more than 7 days absence)
- 5 – Catastrophic (death)

RISK = LIKELIHOOD X CONSEQUENCE

17 - 25	<u>UNACCEPTABLE</u> Stop activity and make immediate improvements
10 - 16	<u>TOLERABLE</u> Look to improve within specified timescale
5-9	<u>ADEQUATE</u> Look to improve at next review
1 - 4	<u>ACCEPTABLE</u> No further action but ensure controls are maintained

It is the responsibility of the employer to reduce the level of risk to an acceptable level by introducing appropriate control measures as far as is reasonably practicable.

This should be done using the accepted hierarchy of control

1. Eliminate the hazard
2. Reduce the hazard
3. Prevent contact with the hazard
4. Safe systems of work
5. Personal protective equipment



Eliminating the hazard is not in our gift as it depends on the successful eradication of the virus in the entire population

We can reduce the hazard by killing the virus locally through the introduction of strict hygiene measures.

Preventing contact is our first weapon. Keep people apart so they cannot transmit the virus to another person. Staff with symptoms and those advised to self-isolate by the NHS Track and Trace Service must stay at home and isolate themselves.

Safe systems of work are rules introduced in the workplace to enable staff to perform their duties without coming into contact with other people.

Personal protective equipment would be provided if any of the above measures are impractical or if an additional risk reduction is required or specific regulations require it.

THE ASSESSMENT

Hazard

The transmission of Covid-19 between people. Anyone attending the premises as an employee, visitor or contractor is at risk together with the wider public if the virus is transmitted away from the premises

Without control measures the calculation results in a high risk classed as unacceptable

Likelihood	4-5
Consequence	5
Calculated Risk	20-25

Therefore we must introduce control measures to reduce the likelihood of close contact between staff.

Avoid

At the start of the lockdown in the UK as advised by Government, the company took the extraordinary step of implementing Home Working for all staff able to do so. This measure had a negative impact on the normal business carried out by the company but was necessary to ensure the safety of staff while Safe Schemes of Work were developed for the office environment.

The Government 'Shielding' initiative remains in place until 1st August 2020. Staff who are included under this initiative should continue to work from home where possible until the 1st August.

Staff with symptoms and those advised to self-isolate by the NHS Track and Trace Service must not come into the office but must stay at home and self-isolate.

Reduce

Ensure that staff are able to keep their distance from colleagues in the workplace and are less likely to catch or transmit the virus. Introduce social distancing measures to ensure that colleagues are always a minimum of 2 metres apart. Introduce one way pedestrian routes where practicable and mark safe zones around shared equipment and workstations. Ensure staff wash hands regularly and avoid touching around the face. Do not call unnecessary meetings.

Face masks will be available on request. Although their use will not be mandatory unless government guidance changes. This is because the key measure is to maintain social distancing.

Hazard

Touching a contaminated surface. Examples are paperwork, door handles, desks, chairs, keys, and tables, light switches, delivered parcels, vehicles, drinks machines, printers, franking, fold insert machine and other equipment.

Without control measures the calculation results in a high risk classed as unacceptable

Likelihood	3-4
Consequence	5
Calculated Risk	15-20

Therefore we must introduce control measures to reduce the likelihood passing contamination to and picking up contamination from such articles.

Wash hands regularly, print less. Do not share desks. Leave doors open. Use less printing. Do not pass paperwork around. Handle deliveries carefully by wearing gloves and cleaning with disinfectant then leave in quarantine area for 72 hours if possible.

Provide sufficient cleaning materials to enable regular cleaning of surfaces. Each staff member to have their own personal cleaning kit including hand sanitiser, gloves, disinfectant spray and paper cloths.

Premises/Activity Assessed Amada Technical Centre / Working during Covid-19 pandemic	Assessor's Name Tim Lloyd	Approved by	Date 15/07/2020	Review Date 31/08/2020
--	-------------------------------------	-------------	---------------------------	---------------------------

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Journey to work	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Walk or use your own private transport. Avoid car sharing. Avoid public transport if possible	1	5	5		1	5	5
Selection of staff to return to work	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Essential staff. Factory, refurbishment, showroom engineers and key managers to return first.	2	5	10	Phased introduction to ensure the safety systems are tested before more staff can return. To be reviewed regularly	2	5	10
Main entrance.	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Keep inner reception door closed. Fob or remote access only. Social distance zone at reception counter. Visitors and contractors not issued with passes. Appointment only. Instructions issued to visitors prior to their visit	2	5	10		2	5	10

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Reception desk	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Visitors and contractors not issued with passes. Hand sanitiser provided	2	5	10	Transparent screen to be erected at reception desk, before the desk is manned	1	5	5
Visitors bringing in contamination from outside the premises	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Visitors wash hands on arrival and are restricted to reception area and the showroom	2	5	10	Safe system of work applies which is shared with visitors prior to arrival	1	5	5
Contractors bringing in contamination from outside the premises	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Contractors wash hands on arrival and are accompanied to their work area by their host	2	5	10	Safe system of work applies which is shared with contractors prior to arrival	1	5	5
Reception tables	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Chairs set minimum 2m apart Excess chairs have been removed. No drinks served. Hand sanitiser provided. Tables disinfected after each use by staff	2	5	10	Safe system of work applies	2	5	10
Staff entering at the start of the day touching door handles	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Only key-holder enters by rear door. All other staff enter through automatic doors maintaining social distancing	1	5	5	Safe system of work applies	1	5	5

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Staff bringing contamination on their hands	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Staff wash hands for 20 seconds immediately after entering the building	3	5	15	Staff proceed to the toilets on the floor on which they are working. Service Hub staff to use reception stairs. A maximum of two persons are allowed in each cloakroom at any time	1	5	5
Transmission from person to person from infected respiratory aerosol (from sneezing, coughing, talking)	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Staff advised to keep separation of 2 metres. Zones marked around shared equipment	1	5	5		1	5	5
Staff potentially spreading infection by moving between offices	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Keep groups (cohorts) of staff separate. Departments to be split up and placed in different locations if they cannot work from home. Movement between offices to be kept to a minimum, Telephone/Hangouts to be used for meetings	1	5	5	Refer to "Coronavirus measures" document	1	5	5
Picking up virus from a contaminated piece of office equipment	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Use of the printer is discouraged. Touch surfaces to be cleaned with disinfectant before and after use	2	5	10	SSoW in place	1	5	5

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Protection of 1 st Aiders and their patients	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	Hand sanitiser carried in each 1 st aid kit. Face shields and face masks issued to each 1 st aider. Face mask given to patient also when possible. Gloves to be worn	2	5	10		2	5	10
Member of staff exhibiting symptoms	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	If any staff exhibit: a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) Staff member to go home, self-isolate and seek medical advice from NHS111 online	3	5	15	Contact trace within office and send any potential direct contacts home to isolate for 14 days. Carry out thorough decontamination of the work area and equipment.	1	5	5
External staff sharing "hot desks"	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Hot desks have been removed. External staff not allowed in offices.	1	5	5		1	5	5
Transmission via tables and equipment in the staff canteen	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Tables have been placed at 2m separation. Cleaning to be carried out before and after use. Fridge not to be used.	3	5	15	Drinks machine with disposable cups, as described in the SSoW. Microwave must be cleaned before and after each use, as described in the SSoW	1	5	5

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Operating at close quarters in office	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Alternate desks empty with chairs removed. Staff moved to alternative locations or continue to work from home if they are able to work safety & effectively	1	5	5	Screens will be used when required to accommodate more staff	1	5	5
Operating at close quarters in tool room (Factory)	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Machine operating cells allow for social distancing. Partial one way routes have been set up to avoid crossing	2	5	10	Designate social distancing areas for operators with only one person allowed to enter according to the factory plan document	1	5	5
Operating in close quarters in refurbishment department	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	One designated person to work on each machine within a marked zone. According to the refurbishment plan document	1	5	5		1	5	5
Operating in close quarters in dispatch department	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Separate tasks so that social distancing can be maintained	1	5	5		1	5	5
Contamination transfer from delivery drivers (couriers)	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Delivery drivers stop on entry and do not enter beyond doorway. Hand sanitiser available should they need to use toilets	2	5	10	Mobile hand wash station installed in Despatch	1	5	5

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Contamination transfer from delivered goods	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	New deliveries to be handled with disposable gloves	3	5	15	In addition to gloves. Spray packages with anti-viral disinfectant and quarantine for 72 hours before opening.	1	5	5
Contamination transfer from urgent delivered goods	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Handle goods with disposable gloves while unpacking.	3	5	15	Spray unpacked items with anti-viral disinfectant wipe with paper towel and repack for dispatch immediately	1	5	5
Use of the lift	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public	The lift is for use of disabled persons only. Maximum one person at any time. Hands washed before and after use	1	5	5	SSoW - Sign on each outside door and on control panel	1	5	5
Meetings & conferences	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Public	Avoid face to face meetings. Use telephone or video conferencing even across the office. (Google, zoom, skype etc.) If necessary use meetings rooms with small numbers of people. Chairs placed at 2m distance. Cleaning kit provided for use before & after meeting	1	5	5	Refer to "Coronavirus measures" document. SSoW printed in each room	1	5	5

Hazard	People at Risk	Existing Virus Controls	Risk			Further Controls	Residual Risk		
			L	C	R		L	C	R
Shared company vehicles	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Public	Use of pool vehicles is controlled by the Fleet Manager. Hygiene kit is kept in each vehicle to enable disinfection of controls, door handles seats visors etc.	1	5	5	Refer to safe system of work (Company van)	1	5	5

Further Action Required

Action	Assigned to	Target Date	Date completed
Share document with management team	Tim Lloyd	10/06/2020	10/6/2020
Review document as required	Tim Lloyd	31/07/2020	
Source a suitable screen for reception	Tim Lloyd	26/06/2020	
Obtain signage for marking floors	Tim Lloyd	19/05/2020	30/05/2020
Prepare notices (instructions for staff & visitors)	Tim Lloyd	19/05/2020	19/05/2020
Assign desks available for use	Tim Lloyd	19/05/2020	19/05/2020
Fix signs	Tim Lloyd with help from consultants	19/05/2020	03/06/2020
Quotes for hand wash stations	Tim Lloyd	09/06/2020	05/06/2020
Share with returning staff	Tim Lloyd	6/07/2020	