

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	BMS-L2-031
		Date:	23/04/2020
Department:	All Departments	Issue No:	1
Employees Affected:	All Employees (Including temporary workers and offsite workers)	Owner:	Systems Manager
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Created by: V McManus	Approved by: T Hogben
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Objective

This SSoW & Risk Assessment provides details of the measures & controls that are required to conduct working activities whilst minimising the risk of spreading the Covid 19 coronavirus to others.


















Note: This document will be altered and updated as the UK Government updates its guidance relating to virus control.

Potential injuries and Hazards

Death & Respiratory conditions or complications.

Safety

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings, not industrial activities therefore there are no PPE requirements specified in this SSoW. However, individuals are required to follow the PPE requirements for specific tasks (as specified in the task SSoW) and are required to observe social distancing measures, maintain good housekeeping and practice good hand hygiene behaviours to help prevent the spread of Covid-19.

	Hi-Viz Clothing		Face Visor		Hearing Protection
	Foundry grade Steel toe caped boots		Air fed mask		Hear resistant Gloves
	Hard Hat		Dust Mask (FFP2)		Gauntlets
	Bump Hat		Half Face Respirator		Chemical gloves
	Safety Glasses		Full Face Respirator		Heat Resistant Apron
	Safety Goggles	Respirator Filter Type / or other PPE:			Foundry workwear (Gaiters, trousers, jacket)

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IF IN DOUBT - ASK!



Risk Assessment & Safe System of Work Procedure

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Plant, Equipment & tools for task.		Tagging & signs		Permits & Instruction	
Ladder	Forklift	Machine Hazard Signs		SDS's (please list material's below)	
Hand Tools (inc. Knife)	Pedestrian Truck	Barrier / Mesh		Instruction / Operating Manuals	
Power Tools	Pump Truck	Flagging		Published Procedures	
Grinder	Scaffolding	Hard Barricades		Work at Height Permit	
Welding Machine	Scissor lift	Heavy Lifting Signs		Isolation Permit (LOTO)	
Oxy/Acetylene Cutting Torch	Extension leads	Personal Danger Tags		Confined Space Permit	
Fire Extinguisher / Fire Blanket	Power source	Out of service Information Tags		Hazardous Work Permit	
Banding machine	Personal Locks (LOTO)	Floor markings	✓	Operator Licence	
Other (specify)		Warning Signs		Other (Specify)	

List of Permits & Instruction required:

Hazard Prompt: Identify the hazards associated with the task before safeguards are implemented

Electrical	Access	Vehicles	Lighting	
Chemical	Vibration	FLT	UV Radiation (hot Work / Sun)	
Gasses	Noise	Telehandler	Heat	
Height	Hand Tools (inc. Knife)	Lifting Equipment	Flames / Engulfment	
Depth	Power Tools	Moving Equipment	Bacteria/Disease	✓
Weight	Manual Handling	Rotating Equipment	Asbestos	
Pressure	Hot / Cold Objects	Overhead Hazards	Synthetic Mineral Fibres	
Dust	Dehydration	Weather	Dirt / Dirty water	

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Risk Rating Scoring Matrix

Risk Rating			Severity of the Potential Injury / Damage				
0 - 5 = Low Risk			Insignificant damage to Property, equipment.	Minor loss of Process or slight damage to property.	Moderate loss of Process or repairable damage to Property.	Critical loss of Process / damage to Property.	Catastrophic Loss of Business.
6 - 10 = Moderate Risk			Minor injuries or discomfort. No medical treatment or measurable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission <7day absence	Injury or illness resulting in permanent impairment >7day absence RIDDOR	Fatality RIDDOR
11 - 15 = High Risk			Insignificant	Minor	Moderate	Major	Severe
16 - 25 = Extremely High Unacceptable Risk			1	2	3	4	5
Likelihood	Expected to occur regular under normal circumstances	Almost Certain 5	5	10	15	20	25
	Expected to occur at some time	Likely 4	4	8	12	16	20
	May occur at some time	Possible 3	3	6	9	12	15
	Not likely to occur in normal circumstances	Unlikely 2	2	4	6	8	10
	Could happen, but probably never will	Rear 1	1	2	3	4	5

Risk Rating

Hazard	Potential Injury	S L RR			Existing Control Measures	S L RR			Proposed Measures
		S	L	RR		S	L	RR	
Contraction of Covid-19 Virus	Death & respiratory conditions or complications	5	5	25	See "Task Risk Assessment"				

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DOC Ref: L5-GEN011

Rev No:1

Owner: Systems Manager

Date:01/05/2019

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Task Risk Assessment

Hazard	Potential Injury	S L RR			Control Measures	S L RR			Proposed Measures
		S	L	RR		S	L	RR	
Transmission of the virus due to poor personal Hygiene					SSoW issued to staff to provide details of the mandatory requirement to wash hands on a regular basis.	5	3	15	Increase number of signs relating to hand washing around the site
					Wash facilities including soap, water, and hand sanitizer (when possible) made available to all staff	5	2	10	
Transmission of the virus through close social contact with other people					SSoW issued to staff providing details of the mandatory 2 mtr distancing rule.	5	2	10	
					Restrictions and controls in place throughout the site to prevent overcrowding in operational and communal areas/facilities i.e. toilets, showers & rest areas	5	3	15	New fingerless clocking in system to be implemented. Current system will not be used until new contactless fobs are available. Floor marking plan to be actioned
					One-way system introduced for entering and exiting the site to minimise the extend of staff having to encroach on the 2mtr distance rule when using shared walkways.	5	3	15	
					Restriction on staff numbers on site to maintain 2 mtr distancing in operational areas (where possible). Staged return	5	3	15	

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				to work process in place to manage necessary distancing.				
				AWMS home working policy for staff that can work from home	5	2	10	
				Visitor and driver restrictions to prevent unnecessary interaction with non-employees	5	3	15	
Transmission of the virus via contaminated surfaces				Thorough daily cleaning of communal areas using outside cleaning contractors.	5	3	15	
				Implementation of departmental cleaning routine to cover shared surfaces not cleaned by outside cleaning contractor.	5	3	15	Cleaning record template to be provided to team leaders upon return to work.
				SSoW issued to staff to provide details of the mandatory requirement to wash workwear on a regular basis Foundry workwear is washed by outside contractor.	5	2	10	

Revised Risk Rating

Hazard	Potential Injury	S	L	RR	Existing Control Measures	S	L	RR	Proposed Measures
Contraction of Covid-19 Virus	Death & respiratory conditions or complications	5	5	25	See control measures above	5	3	15	

Safe System of Work

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Note: This safe system of work is only applicable whilst the UK Government is enforcing or recommending special measures to combat the spread of Covid-19 and will be adjusted accordingly as measures change.

It is the responsibility of all individuals to keep themselves and others safe, therefore any person failing to follow the measures specified in this SSoW may result in Disciplinary action being taken against them

KEY CONTROLS IN PREVENTING THE SPREAD OF THE VIRUS

- Observe and maintain 2 meters from others.
- Personal hygiene - regular handwashing using soap & water for a min of 20 Secs.
- Follow Isolation rules if symptoms of Covid-19 appear.
- Work from home if possible.

AWMS OPERATIONAL CONTROLS IN PREVENTING THE SPREAD OF THE VIRUS (practical methods for adhering to the “Key Controls”)

Travelling to work

- Avoid public transport if possible.
- If sharing a vehicle to work, do not change passengers (stick to the same ones), do not overcrowd the vehicle (maintain distance from other passengers) avoid facing each other during the journey and regularly clean surfaces inside the car i.e. door handles.

Arriving/leaving work

- All staff must adhere to the AWMS in/Out process at the turnstile’s (see site map at the rear of this SSoW)
- When queuing for the Turnstile, maintain a 2 mtr distance from others.
- Wash your hands with soap and water for minimum of 20 Secs upon arrival (before clocking in if possible) and as you leave. Hand sanitiser can be used but NOT as an alternative to washing hands with soap & water.
- 2 mtr distance must be maintained when using lockers & washing facilities. If this cannot be achieved, then you must wait until the 2mtr distance can be maintained.
- Access to the Showers is limited to two people at any given time.

Breaks

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- Wash hands with soap and water for a minimum of 20 secs before and after breaks.
- 2 mtr distance must be maintained in the smoking shelter. If this cannot be achieved, then the facility cannot be used until the 2mtr distance can be maintained.
- 2 mtr distance must be maintained in kitchens and in rest rooms/eating areas. To avoid overcrowding, staff are encouraged to leave site during lunch breaks to eat in the open air or in their cars (not shared).

Site activities

- Any operations that cannot be performed under the 2mtr distancing rule must be Risk assessed by the Management team prior to commencement.
- Staff must actively attempt to perform their operational duties whilst maintaining the 2 mtr distancing however if it becomes necessary to step inside this boundary, it must be for short periods and those affected must complete the task side by side as opposed to face to face and limit the interaction to less than 15 mins where possible.
- Meetings, Inductions & training sessions must be completed remotely whenever possible. If this is not possible, all attendees must always adhere to the 2 mtr distancing rule. Visiting attendees (non-employees) must complete a self-declaration before authorisation is given to attend the site.
- Use e-mails, telephone, and other forms of communication to avoid personal contact and scan & send documents whenever possible.
- As the UK Emergency services may be overstretched at the time of a virus outbreak, special consideration must be given to approving any adhoc, high risk activities i.e. the use of the MEWP as there may be a delayed response from the Emergency services if their assistance is required. As such, all unnecessary high-risk activities must be postponed however if the task is deemed necessary, it must be approved by the Management team prior to commencement.
- AWMS Procurement and Sales team must avoid visiting suppliers or customers whenever possible. If you are unable to conduct your business via telephone, e-mail or another remote method, you must ensure that there are hand washing facilities at the intended destination and that your hosts are able to conduct your meeting whilst maintaining 2 mtr distancing.
- If IT support is required for AWMS employees, then this will be conducted remotely if possible. Where physical involvement is necessary to resolve issues, the equipment must be fully cleaned using suitable disinfectant by the holder before equipment is handled or removed by the IT Manager for examination/repair. Upon completion of the examination or repair, the IT manager will re-disinfect the equipment before returning it to the

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holder. The 2 mtr distancing rule must be maintained during any interaction between the IT Manager and the equipment holder.

First Aid

- Qualified First Aiders will remain on duty throughout a Virus outbreak however, if minor treatment is required, the victim may be instructed to administer treatment or dress wounds on themselves under supervision from a qualified First Aider. This is to protect both the First Aider and the victim from spreading the virus to one another. In more serious cases, the First Aider will administer treatment as appropriate.

General arrangements

- Cleaning of shared surfaces in the work area must be conducted using disinfectant and recorded in accordance with the Departmental cleaning schedule.
- All employees must be encouraged and allowed the opportunity to clean their hands on a regular basis (upon arrival at work, before and after breaks, after using the toilet and before going home as a minimum). Washing facilities are available to all staff and hand sanitiser will be provided as an additional safeguard where possible.
- Individuals should avoid touching their face, eyes, mouth & nose.
- Use arms, not hands to open doors or gates whenever possible.
- Sharing of PPE / RPE is strictly prohibited.
- Disposable gloves will be provided upon request however the primary method for controlling the spread of the virus is to maintain good personal hygiene (regular cleaning of hands).
- Where departments have arrangements in place for washing work garments, individuals must ensure that garments are made available for washing as per the schedule. Dirty garments must be placed in the lockers provided ready for collection.
- Workwear must be washed daily and not reused on consecutive days.
- If coughing or sneezing, do it into a tissue if possible and dispose of the tissue immediately (catch it, bin it, kill it). If this is not possible, cough or sneeze into the crook of your arm. Avoid touching the face, eyes, nose & mouth and wash your hands as quickly as possible.

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Visitors & Drivers

- Non-essential visitors to the site are not permitted. Essential visitors must complete a self- declaration before management permission is granted for the visit. Meetings with visitors must be conducted whilst adhering to the 2 mtr distancing rule.
- Haulage / delivery drivers must remain in their cab whilst being unloaded.

Monitoring

- Staffing levels will be monitored daily to ensure that adequate H&S support is available.
- The Management team will regularly audit adherence to the safety controls that are specified within this SSoW.
- The Management team will regularly review Government guidance relating to controlling the spread of Covid-19 and will make necessary adjustments to working arrangements as appropriate.

Illness & Isolation

- In the event that you, or a member of your family/household displays symptoms of the Coronavirus, you must follow current Government Guidance on self-isolation which can be found at www.gov.uk/corona. Notify your Line Manager and do not come into work until it is safe to do so.
- If Covid-19 symptoms develop whilst at work, maintain the 2 mtr distance form others and alert your line Manager immediately. Team Leaders must organise an immediate clean of shared surfaces in the work area/department

Queries

- For Medical related queries, go to www.gov.uk/corona or [contact 111](http://www.gov.uk/corona).
- For operational queries or concerns, contact your line Manager
- For pay or absence related queries, contact the HR team.

AWMS ONE WAY SYSTEM FOR ENTRY & EXIT ON THE SITE

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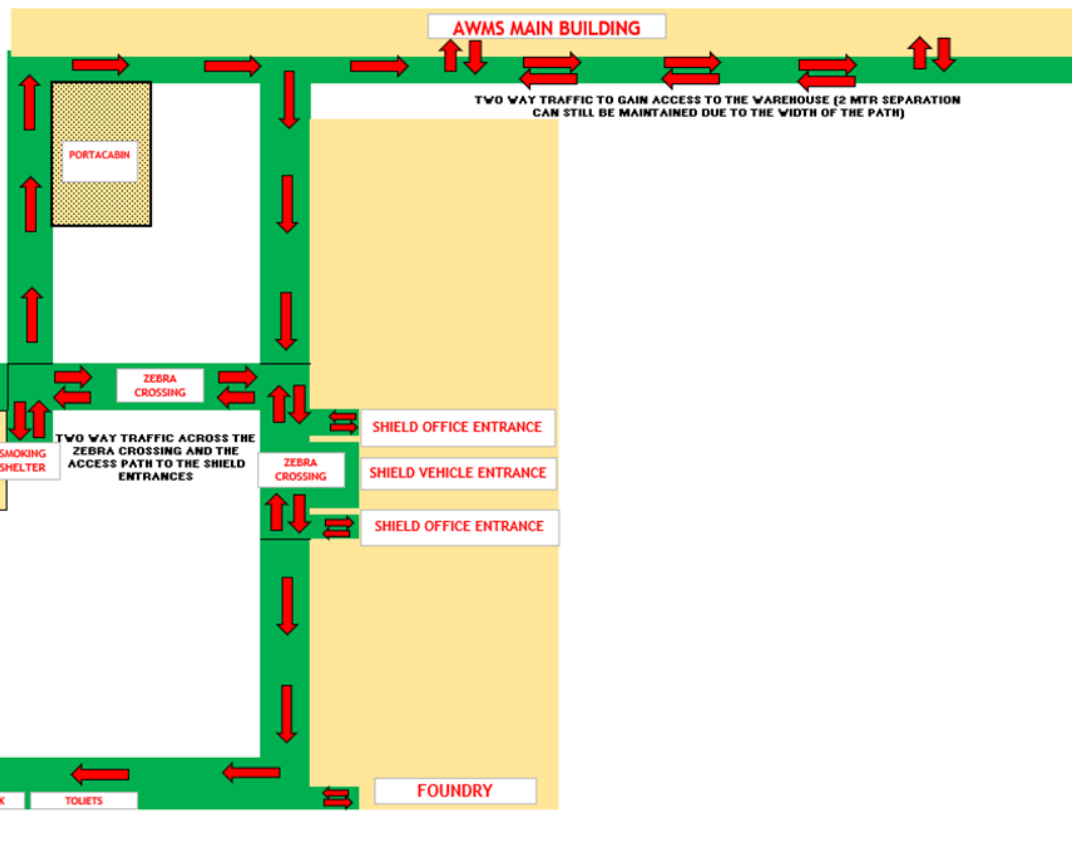
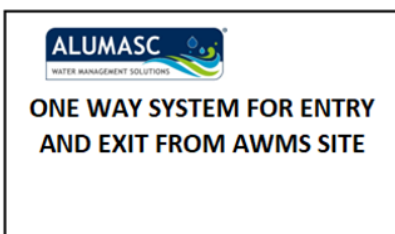
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To help maintain 2 mtr distancing when walking around the site, the existing paths and walkways have been reconfigured into a one-way system. This system must always be adhered to when arriving or leaving the site or travelling outside to reach different areas of the business.



The Health and Safety at Work Act makes all employees accountable for their acts and omissions and, therefore, they shall: -

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1. Take reasonable care of their own health and safety and that of others at work affected by their acts or omissions.
2. Co-operate with management and supervisors in order that legal duties and requirements may be carried out.
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.

In signing the below, the operative confirms that he/she has read and understood this document. The operative will carry out the instructions in accordance with this RASS and other associated documents referenced within the safety section of this document.

OPERATOR SIGN OFF

No.	Name (Print)	Signature	Position	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				