



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	1

Created by: M.Everitt	Approved by: D.Sterne
--------------------------	--------------------------

Objective

This Risk Assessment & SSOW provides details of the measures & controls that are required in order 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, Serious 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 other than when social distancing cannot be maintained. Employees are required to observe social distancing measures, maintain good housekeeping and practice good hand hygiene behaviours to help prevent the spread of Covid-19. Notify management immediately if for any reason these measures cannot be complied with.

Persons at Risk

Employees and visitors

- Employees working on site.
- Cleaners, contractors and drivers coming on site.
- Homeworkers.

Hand Washing

- Hand washing facilities with soap and hot water must be in place.
- Stringent hand washing must be taking place, for at least 20 seconds.
- Paper towels/hand dryers must be in place for the drying of hands.
- Gel sanitisers or similar must be available around the working areas.

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	2

Cleaning

- Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, the reception area using appropriate cleaning products and methods.

Personal Protective Equipment.

Respiratory protection face masks and Perspex face shields are available and are to be used in operational situations where the 2-meter social distancing cannot be adhered to.

These operational situations must be reported to management prior to work being carried out.

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 1	Minor 2	Moderate 3	Major 4	Severe 5
16 - 25 = Extremely High Unacceptable Risk							
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

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	3

Risk Rating

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

Task Risk Assessment

Hazard	Risk	S	L	RR	Control Measures	S	L	RR	Proposed Measures
Transmission of the virus due to poor personal Hygiene	Insufficient hand washing and cleaning.	5	5	25	<p>Employees to be reminded on a regular basis to wash their hand for at least 20 seconds with warm water and soap together with the importance of proper drying.</p> <p>Wash facilities including soap, water and hand sanitiser made available to all staff.</p> <p>Catch coughs and sneezes in tissues if possible and to wash hands immediately (Catch it, Bin it, Kill it) and to avoid touching the face, eyes, nose or mouth with unclean hand.</p> <p>To help reduce the spread of Coronavirus remind all employees of the public health advice at www.gov.uk/corona</p>	5	2	10	

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	4

Transmission of the virus through close social contact with other people	Social distancing	5	5	25	<p>Regular rigorous checks will be carried out by managers to ensure that the 2mtr social distancing guidelines are being adhered to.</p> <p>Employees to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Restrictions and controls in place throughout the site to prevent overcrowding in operational and communal areas/facilities i.e. toilets, rest areas.</p> <p>One-way system introduced for entering and exiting the warehouse upper level facilities and offices to minimise the extent of staff having to encroach on the 2mtr distance rule when using shared corridors.</p>	5	2	10	Review main office areas one way system
	Transmission of the virus through close social contact with other people	Social distancing				<p>Restriction on staff numbers on site to maintain 2 mtr distancing in operational areas and employees working from home where possible. Staged return to work process in place to manage necessary distancing.</p> <p>Employees requested to enter/exit the building via door in closest proximity to their work area and not to visit other areas unless a specific operational need.</p> <p>Hazard warning floor marking tape in use in areas to give guidance of the 2mtr distancing.</p>	5	2	10

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	5

Transmission of the virus through close social contact with other people	PPE required	5	5	25	<p>Public health guidance on the use of PPE to protect against Covid-19 relates to health care setting. In all other settings individuals are asked to observe social distancing measures and to practice good hand hygiene behaviours.</p> <p>Respiratory face masks and Perspex face shields are available and are to be used in operational situations where the 2mtr social distancing cannot be adhered to. These operational situations must be reported to management prior to work being carried out.</p>	5	3	15	
		5	5	25	AWMS home working policy for staff that are able to work from home	5	2	10	
		5	5	25	Visitor and driver restrictions to prevent unnecessary interaction with non-employees	5	3	15	
Transmission of the virus via contaminated surfaces		5	5	25	<p>Thorough daily cleaning of communal areas using outside cleaning contractors.</p> <p>Implementation of departmental cleaning routine to cover shared surfaces not cleaned by outside cleaning contractor.</p>	5	3	15	New fingerless clocking in system to be implemented. Current system will not be used until new contactless fobs are available.

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	6

Transmission of the virus through close social contact with other people with symptoms of Covid-19	Employees/visitors entering building with symptoms	5	5	25	All employees and visitors to have temperature measured and recorded at the start of their shift or site arrival using a digital non-contact thermometer. Using the correct PPE to administer. Line managers to offer support to employees who are affected by Covid-19 or has a family member affected	5	3	15	
Mental Health	Anxiety depression	5	5	25	Regular communication of mental health information and open-door policy for those that need additional support. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing environment.	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	

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	7

Safe System of Work

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 a distance of 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.

MANAGEMENT CONTROLS IN PREVENTING THE SPREAD OF THE VIRUS

- Management should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they start work and before they leave. To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser for those on the company premises.
- When entering and leaving the company premises, you should ensure your workforce stays 2 metres apart as much as possible.
- To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.
- If staff can work from home, then they must do so.
- You should assign staff to the same shift teams to limit social interaction.

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	8

- You should not allow staff to congregate in break times; you should consider arrangements such as staggered break times so that staff can continue to practice social distancing when taking breaks.
- Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.
- If you decide the work should continue, staff should wear PPE and work side by side or facing away from each other rather than face-to-face if possible.
- 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.
- 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.

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	9

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 is unavoidable, 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 e.g. door handles.

Arriving/leaving work

- 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.
- Wash your hands with soap and water for minimum of 20 Secs upon arrival and as you leave. Hand sanitiser can be used but NOT as an alternative to washing hands with soap & water.

Breaks

- 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 area.
- 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. PPE is available for the task to be carried out safely.
- 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 adhere to the 2 mtr distancing rule or wear

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	10

face mask and face shield. 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 e.g. the use of the MEWP (mobile aerial platform) 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 Management prior to commencement.
- If IT support is required for 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 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 and suitable PPE to be worn (face mask and face shield).

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	11

General arrangements

- Cleaning of shared surfaces in the work area must be conducted using disinfectant.
- 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.
- 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.

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.

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!

DOC Ref: RASS-0026:

Rev No: 1

Date: 11/05/20

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	12

Temperature Testing Employees and Visitors

Objective

To seek confirmation that employees and visitors attending site do not have a high temperature which is a Covid-19 symptom and could indicate infection.

Method (to be carried out at the beginning of shift or arrival of visitor)

1. Person administering the test to carry out self-test if temperature is above 38.7degrees then jump to step 6 otherwise continue.
2. Fit correct PPE whilst 2mtrs distance from subject (face mask and face shield)
3. Switch on digital non-contact thermometer and point at the subject's forehead 6" away and pull trigger to take reading.
4. Record value measured.
5. **If below 38.7 degrees** confirm reading to the subject and no further action necessary.
6. **If above 38.7 degrees** repeat from point 3 a further two times and if still above 38.7 degrees confirm reading to the subject and advise they are not fit to be at work and should leave the site immediately and follow the NHS guidelines.
7. Record values measured and advise HR.

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 from others and alert your Manager immediately. Supervisors must organise an immediate clean of shared surfaces in the work area/department

IF IT'S NOT SAFE - DON'T DO IT!

IF IN DOUBT - ASK!



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	13

Queries

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

Entering & Exiting Buildings

Employees should enter and exit the building by the door that is the closest to their working area therefor avoiding unnecessary contact by entering other areas.

- Warehouse / Machine shop - Main personnel door.
- Assembly Shop - Assembly shop personnel door.
- Slotdrain Shop / Fabrication Shop - Slotdrain personnel door.

No unnecessary visiting other areas of the building unless there is an operational need to do so if this is the case then go directly to the work area without stopping and maintaining 2mtr social distancing.

Warehouse 1 upper level wash/rest room and offices

The route to these areas is now **ONE WAY**, access up is via the stairs adjacent to the water point assembly room and the exit back down is the door adjacent to the pipe cutting area.

IF IT'S NOT SAFE - DON'T DO IT!

DOC Ref: RASS-0026:

Rev No: 1

IF IN DOUBT - ASK!

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	14

IF IT'S NOT SAFE - DON'T DO IT!

DOC Ref: RASS-0026:

Rev No: 1

IF IN DOUBT - ASK!

Date: 11/05/20



Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the spread of Coronavirus - Covid 19	Ref No:	RASS-0026
		Date:	11/05/2020
Department:	All Departments @ Halstead site	Issue No:	1 supersedes RA051-09/04/20
Employees Affected:	All Employees	Owner:	M.Everitt
Non-Employees Affected:	Visitors, contractors, members of the public	Page No:	15

RASS-0026 Controlling the spread of Coronavirus COVID-19

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

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

No.	Name (Print)	Signature	Date

IF IT'S NOT SAFE - DON'T DO IT!

DOC Ref: RASS-0026:

Rev No: 1

IF IN DOUBT - ASK!

Date: 11/05/20