

# RISK ASSESSMENT RA051 for Alumasc Dover Site Controlling the Spread of Coronavirus COVID-19

CHANGE LOG	REVIEW DATE	ASSESSED BY	REVISION NOTE
Revision 0	09/04/2020	Gary Francis	RA created
Revision 1	09/04/2020	Gary Francis	Control method severity revised
Revision 2	09/04/2020	Gary Francis	Note added on time period
Revision 3	12/05/2020	Gary Francis	Revised to current government guidelines

SUMMARY	
Assessment ID	RA051
Task Description	Controlling the spread of Coronavirus COVID-19
Note	This risk assessment 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.

POSSIBLE HAZARDS	SEVERITY	LIKELIHOOD	RATING
Disease (respiratory and death)	5	5	25

PERSONS AND PROTECTION	
Person(s) at Risk	Employees and visitors <ul style="list-style-type: none"> <li>Operators and employees working in or around the area.</li> <li>Cleaners, contractors and drivers coming on site.</li> <li>Homeworkers.</li> </ul>
Hand Washing	All <ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water must be in place.</li> <li>Stringent and frequent hand washing must be taking place.</li> <li>Paper towels/hand dryers must be in place for the drying of hands.</li> <li>Gel sanitisers must be available around the working areas.</li> </ul>
Cleaning	All <ul style="list-style-type: none"> <li>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.</li> </ul>



PERSONS AND PROTECTION (continued...)	
Social Distancing	<p>All</p> <ul style="list-style-type: none"> <li>• Reduce the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency.</li> <li>• Take steps to review work schedules including start and finish times and working from home to reduce the number of workers on site at any one time. Also, relocating workers to other tasks.</li> <li>• Redesigning processes to ensure social distancing is in place.</li> <li>• Using back to back or side to side working (rather than face to face) whenever possible.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient and staggered rest breaks for staff.</li> <li>• Social distancing also to be adhered to in the restroom and smoking area.</li> <li>• Office staff should work from home when possible. Consideration to be given to who is essential to be on site.</li> </ul>
Wearing of Gloves	<p>All</p> <ul style="list-style-type: none"> <li>• Where a particular risk assessment identifies the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul>
PPE Required	<p>All</p> <ul style="list-style-type: none"> <li>• Respiratory protection face masks, Perspex face shields and hand sanitiser are available on site. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li> </ul>
Symptoms	<p>All</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous dry cough or a high temperature in the workplace they will be advised to go online at '<a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a>' and follow the stay at home guidance.</li> <li>• Line management are to maintain regular contact with staff members during this time.</li> </ul>
Mental Health	<p>All</p> <ul style="list-style-type: none"> <li>• Management will promote mental health and wellbeing awareness to staff during the Coronavirus pandemic and will offer whatever support they can to help.</li> </ul>



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RISK ASSESSMENT MATRIX						
Severity	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
		1	2	3	4	5
Likelihood						

Low 1-6	Medium 8-12	High 15-25
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SEVERITY (S)	
No Injury	1
Minor Injury	2
Less Than 7 Day Injury	3
Major Injury	4
Death	5

LIKELIHOOD (L)	
Almost Never	1
Seldom	2
Possible	3
Probable	4
Frequently	5

Risk (R) = Severity (S) x Likelihood (L)
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	HAZARD	RISK	S	L	R	CONTROL MEASURES	S	L	R
1	Disease	Insufficient hand washing and cleaning	5	5	25	<p>Employees are to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>Wash facilities including soap, water and hand sanitiser is made available to all staff. Paper towels provided as an alternative to hand dryers.</p> <p>Catch coughs and sneezes in tissues if possible. If not then to wash hands immediately (Catch it, Bin it, Kill it) and to avoid touching the face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of Coronavirus remind everyone of the public health advice at <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>.</p>	5	2	10



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	HAZARD	RISK	S	L	R	CONTROL MEASURES	S	L	R
2		Social distancing	5	5	25	<p>Rigorous checks will be carried out by the managers to ensure that the necessary procedures are being followed.</p> <p>Employees are 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 are in place throughout the site to prevent overcrowding in operational and communal areas/facilities, i.e. toilets, showers &amp; rest areas.</p> <p>Restriction on staff numbers on site to maintain 2 metre distancing in office areas and staff working from home where possible.</p> <p>Hazard warning floor marking tape is in use in areas to give guidance of the 2 metre distancing.</p> <p>Use back to back or side to side working (rather than face to face) whenever possible.</p> <p>Staggered break times to reduce pressure on the rest room.</p>	5	2	10



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	HAZARD	RISK	S	L	R	CONTROL MEASURES	S	L	R
3		Wearing of gloves	4	4	16	All staff are to be reminded that the wearing of gloves is not a substitute for good hand washing.	4	1	4
4		PPE required	5	5	25	<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and 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 2 metre social distancing cannot be adhered to. These operational situations must be reported to management prior to work being carried out.</p> <p>Wash your hands thoroughly with soap and water or use hand santiser before putting a face covering on, and after removing it.</p> <p>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or you've touched it.</p>	5	2	10



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HAZARD	RISK	S	L	R	CONTROL MEASURES	S	L	R
5	Transmission	5	5	2 5	<p>Visitor and driver restrictions to prevent unnecessary interaction with non-employees. Limit the number of visitors at any one time. Hand sanitiser is available at the reception point.</p> <p>Thorough daily cleaning of communal areas. Implementation of departmental cleaning routine to cover shared surfaces.</p> <p>Current finger print clocking in system will not be used until new contactless fobs are implemented.</p> <p>All employees and visitors to have temperature measured and recorded at the start of their shift or on site arrival using a digital non-contact thermometer using the correct PPE to administer.</p> <p>Hot desking is not allowed. Office staff must only use their own desks and equipment. Cannot share pens in the offices or in meetings.</p> <p>Use remote working tools to avoid in-person meetings.</p> <p>Encourage staff to stay on site during working hours.</p>	5	3	1 5



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	HAZARD	RISK	S	L	R	CONTROL MEASURES	S	L	R
6		Mental health	5	5	25	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>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.</p>	5	2	10
7		Accidents, security and other incidents	5	4	20	<p>In an emergency, for example, an accident, fire, or a break in, people do not have to stay 2 metres apart if it would be unsafe to do so.</p> <p>People involved in the provision of assistance (first aiders) should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>	5	2	10



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# SSOW051 for Alumasc Dover Site

## Controlling the Spread of Coronavirus COVID-19

SUMMARY	
Method ID	SSOW051
Task Description	Controlling the spread of Coronavirus COVID-19
Note	<p>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.</p> <p><b>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.</b></p>

METHOD STATEMENT	
<p>General (applies to all employees, management, onsite staff and staff working from home).</p>	<p>Management</p> <ul style="list-style-type: none"> <li>You 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.</li> <li>When entering and leaving the company premises, you should ensure your workforce stays 2 metres apart as much as possible.</li> <li>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.</li> <li>If staff can work from home then they must do so.</li> <li>You should assign staff to the same shift teams to limit social interaction.</li> <li>You should not allow staff to congregate in break times; you should consider arrangements such as staggered breaks so that staff can continue to practice social distancing when taking breaks.</li> </ul>



METHOD STATEMENT (Continued...)	
Before Work Commences	<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If you decide the work should continue, staff should wear PPE, work side by side or facing away from each other rather than face to face if possible.</li> <li>• 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.</li> <li>• Staffing levels will be monitored daily to ensure that adequate health and safety support is available.</li> <li>• The Management team will regularly audit adherence to the safety controls that are specified within this SSOW.</li> </ul>
During Work	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff should stay 2 metres apart as much as possible. This applies when working and on breaks.</li> <li>• Staff must wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work and before they leave. Also supplied hand sanitiser can be used.</li> <li>• Staff should work side by side or facing away from each other rather than face to face if possible. Respiratory face masks and Perspex face shields are available and are to be used in operational situations where 2 metre social distancing cannot be adhered to. These operational situations must be reported to management prior to work being carried out.</li> <li>• Staff (applies to office staff and homeworkers) should increase the frequency of cleaning procedures, pausing work in the day if necessary to wipe down workstations, desks, etc. with disinfectant.</li> <li>• Do not congregate in break times unless you can remain 2 metres apart.</li> <li>• If coughing or sneezing do it in tissues if possible. If not then to wash hands immediately (Catch it, Bin it, Kill it) and to avoid touching the face, eyes, nose or mouth with unclean hands. Tissues are to be immediately disposed of.</li> </ul>



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## RA051 and SSOW051 Controlling the spread of Coronavirus COVID-19

I the undersigned confirm that I have read this risk assessment and the safe systems of work and that I understand the hazards and risks involved and agree to comply with their requirements.

Employee Name	
Employee Signature	
Date	



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