

Fundamental COVID-19 Risk Assessment – Issue 3 - 27/10/2020

Area: Ferranti Office and Workshops

What are the significant hazards?

Passing on COVID-19 by employees/ visitors who have attended work with symptoms or who are asymptomatic

Who might be harmed and how?

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes into contact with you in relation to your business

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Location of work	<p>Where possible all staff must work from home, only those who need to attend the office to perform their role must come to the office.</p> <p>All people working from home to complete a risk assessment of their workstation, any problems identified to be reviewed with line manager. Regular contact by manager. RA to be lodged with HR</p> <p>Visits to a customer, supplier or visiting an on-site team must only take place if a remote meeting is not feasible and must be agreed in advance by a member of the Exec. The visit should be as short as possible.</p> <p>Always be cautious of others working at the location who may not be as strict adhering to social distancing and hygiene rules</p>	.			

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Returning to work	<p>See & sign (using HR system) must be complete prior to return to work or continue working</p> <p>COVID-19 induction when returning to work</p> <p>Risk Assessments completed for departments and locations</p>				
Ferranti – physical considerations	<p>Check with the Ferranti Operations Manager before going to Ferranti to work.</p> <p>Casual visits to Ferranti must be agreed with the Ferranti Operations Manager.</p> <p>First person to arrive at the start of a working day is to wedge open all internal doors and turn on all department lights. The last person leaving is to close all doors and switch off lights and sanitise hands.</p> <p>Do not move about the building unless necessary</p>				
Rest breaks	<p>Where feasible, a department will take rest breaks at the same time and will not use communal areas with other department</p> <p>Lunch rota established</p> <p>Use outdoor areas and exercise when possible in breaks while maintaining social distancing</p>				

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Hygiene and hand washing	<p>Hand washing facilities with soap and water in place; with appropriate guidelines in place adjacent to the washing facilities and within the building.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying moisturiser cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Sanitisers in any area where washing facilities not readily available</p> <p>Encourage staff to report any problems and carry out skin checks to make sure they are not encountering any allergic reactions or sensitisation. https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>				

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Employee Communication	<p>Impress upon the employees the seriousness of the disease and that they all have a responsibility to themselves and others to act responsibly and identify areas of concern</p> <p>Create near miss or incident notification, by email to 'better@' or 'operations@'</p> <p>Only travel for business reasons if essential. The Covid-19 incidence varies in different locations and infection hotspots will continue to emerge. Take note of government guidance on medium, high and very high areas</p> <p>No business international travel or flights</p>	If you consider something unsafe or dangerous 'STOP'	All employees	Immediately and monitor ongoing	
Cleaning	<p>Continue using External cleaners providing regular duties plus cleaning and disinfecting all working surfaces</p> <p>If you are visiting another location, take the minimum equipment. Use disinfectant wipes on any personal items or equipment, eg laptop, that have been taken into the location.</p> <p>When staying away or visiting other locations, be cautious on surfaces, handles and taps as it may have contaminated touch points that have been missed by cleaners.</p> <p>Clear desk policy is important to ensure cleaning can be done properly to remove all contamination.</p> <p>Clean & clear worksurfaces prior to use and leave clean when finished using</p>	Monitor that cleaners understand and are complying with cleaning requirements	Projects Director	Monitor ongoing	

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Multiple touchpoint locations and items	<p>Reminder on signing in sheets to wipe down before use then sanitize / wash hands</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, drinks facilities, photo copiers.</p> <p>Keep personal items segregated from other peoples</p> <p>Continue to identify multiple touchpoint locations and position wipes near them for convenience and to act as reminder – e.g. laminator, printer, stationery cupboard, fork lift, pillar drill, packaging tools, communal tools.</p> <p>Inspection Rota for the fork lift to include cleaning</p> <p>Sanitise hands before contact with surfaces other people will touch to prevent contamination.</p> <p>Leave common use items out to prevent drawers or cabinets needing to be touched.</p> <p>Materials handling to be completed as a 2-person operation to be assessed and if necessary, a specific risk assessment to be carried out for this task.</p> <p>Reviewing measures included in site-based Risk Assessments.</p> <p>Signs to be added to all regular touch points to alert people to risks and to remind employees to wipe before use and that hands are sanitised before and after use.</p> <p>Use near miss to record issues and track suggestions</p>				

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Social Distancing (2m)	<p>Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>No visitors to business unless deliveries and in that case, there must be no contact.</p> <p>Do not break social distancing rules, if there is a situation where you consider you would break it STOP, speak to your line manager. If it is a specific task there should be a risk assessment, or one needs to be completed before progressing.</p> <p>Social distancing to be maintained when accepting deliveries with no signing for any items</p> <p>Staff to be reminded using signage of the importance of social distancing both in the workplace and outside of it.</p> <p>Operations Manager or approved person to monitor to confirm adherence.</p> <p>2m gap includes informal meetings and discussions</p> <p>2m gap to be observed on walkways</p> <p>Communicate maximum occupancy limits per area;</p> <p>Canteen : 2 for eating and/or making a drink Unit 9 Workshop : 3 Unit 10 Workshop : 2 Office : 3 Conference Room : 2</p>				

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Cohorts	<p>Where possible maintain the same people working together in teams that are isolated from other teams.</p> <p>If working in close proximity never work face-to-face and stagger positions</p>				
Travel	<p>Only 1 person to travel in a vehicle unless it is a person from the same household</p> <p>If the choice is between public transport or car sharing and it is deemed preferable to car share, wear a face covering and sit as far apart as possible.</p> <p>If public transport is required wear a face mask and sanitise as soon as you leave the transport</p> <p>Business travel to be agreed by a member of the exec</p> <p>Only travel for business reasons if essential. The Covid-19 incidence varies in different locations and infection hotspots will continue to emerge. Take note of government guidance on medium, high and very high areas</p> <p>No business international travel or flights</p>				

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Travelling or staying away	<p>While staying in accommodation, Hand washing facilities with soap and water should be in place but be prepared and take soap as a precaution.</p> <p>When travelling, wash hands before and after using facilities, sanitise hands before eating, sanitise again when re-entering vehicle. At other locations, use available hand washing facilities frequently. Avoid using communal areas where possible. Sanitiser, moisturiser and tissues available to all employees</p> <p>In communal areas such as motorway services and site toilets, if available, use paper towels rather than hand dryers. Try not to touch areas that will be used by multiple people. Regularly sanitise hands</p> <p>Respect social distancing measures offered in settings such as motorway services. Where feasible, do not enter toilet areas if occupied by others</p> <p>Take food and snacks for the day and consume separately in own vehicle, make sure you have a bag or bin in the van to store rubbish until you can dispose of it properly. Sanitise hands before eating</p>				
Visiting other locations	<p>If you are visiting another location, take the minimum equipment. Use disinfectant wipes on any personal items or equipment, eg laptop, that have been taken into the location.</p> <p>When staying away or visiting other locations, be cautious on surfaces, handles and taps as it may have contaminated touch points that have been missed by cleaners.</p>				
PPE	<p><i>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</i></p> <p>Where PPE is a requirement for risks associated with the work undertaken the normal guidelines must be followed</p>				

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Symptoms of Covid-19	<p>If anyone becomes unwell in the workplace with a new continuous cough, loss of taste or smell or a high temperature they should immediately return home and follow the government guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If anyone develops symptoms outside work then do not come to any work premises or site and follow NHS guidance. Notify HR and line manager. Line managers maintain regular contact throughout.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as work site), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>				

Document Change Control

Date Reviewed	Next review date	Issue No.	Changes (most recent first)	Process owner	Approver
27/10/2020	27/01/2020	3	Updated to reflect completed actions. Expanded provisions for travel	Ferranti	John Humble
17/07/2020	17/10/2020	2	Updated to include visits to other locations	Ferranti	John Humble
05/06/2020	05/09/2020	1	Initial issue	Ferranti	John Humble