

## Risk assessment COVID-19

Company name: Arnold Magnetic Technologies Assessment carried out by: Marta Szczepaniak & Steve Roberts

Date of next review: 08.07.2020

Date assessment was carried out: 17.06.2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Exposure from others due to:</p> <ul style="list-style-type: none"> <li>- living with someone with a confirmed case of COVID-19</li> <li>- had contact with the confirmed case of COVID-19</li> <li>- was advised by a public health agency that contact with a diagnosed case has occurred.</li> </ul> <p>Contact with visitors, external delivery drivers, and contractors</p>	<p>Workers, contractors, visitors, public</p>	<ol style="list-style-type: none"> <li>1. Continue following government action of self-isolation.</li> <li>2. Maintain contact with line management and HR.</li> <li>3. The majority of the office staff is working from home.</li> <li>4. Clinically vulnerable employees do not come to work (furlough leave). A personal risk assessment will be review before they come back to work.</li> <li>5. The company follows NHS hygiene guidance.</li> <li>6. Temperature check at the beginning of the shift for all employees.</li> <li>7. Minimise visitor's visits.</li> <li>8. Stop all non-essential visitors - approval</li> </ol>	<ol style="list-style-type: none"> <li>1. Video for visitors.</li> </ol>	<p>Marta Szczepaniak &amp; Steve Roberts</p>	<ol style="list-style-type: none"> <li>1. ASAP</li> </ol>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>needed from the site manager (Darren Rhodes).</p> <p>9. A limited number of visitors/contractors at any one time.</p> <p>9. Visitors must see the video (site rules) before entering the site.</p> <p>10. Visitors to sanitize their hands after using the e-reception screen.</p> <p>11. Employees do not approach the delivery staff. Packages to be left in the green zone. If a signature is needed then the employee must sanitise hands straight away.</p> <p>12. Where possible teleconferences are carried out instead of face to face meetings.</p> <p>13. Visitor's rules and contractors' induction –are changed. They include information about safety rules regarding COVID-19.</p> <p>14. External drivers' rules are changed – information about COVID-19 included.</p> <p>15. The cleaning procedure for company cars is created and relevant people will be trained.</p> <p>16. Presentaion for visitors was created – it will replace the video - temporary. If possible it will be send to the visitors before their visit on site.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Suspected or confirmed case whilst working on site	Employees, contractors, visitors	<p>If an employee develops a high temperature or a persistent cough while at work, he/she must:</p> <ol style="list-style-type: none"> <li>1. Inform his/her team leader or site manager or H&amp;S</li> <li>2. Return to home immediately.</li> <li>3. Avoid touching anything.</li> <li>4. Cough or sneeze into a tissue and put it in a bin or if they do not have tissues, cough, or/and sneeze into the crook of their elbow. The employee must inform a team leader or site manager or H&amp;S where they disposed of the tissue as that waste must be disposed of properly.</li> <li>5. The employee must follow the Government guidance on self-isolation and not work until their period of self-isolation has been completed.</li> <li>6. The work area should receive a deep cleaning</li> <li>7. Cleaning procedure – after (potential) contamination created and relevant people will be trained</li> <li>8. Written rules on how to behave at work if employees discover that they have symptoms</li> </ol>	No further actions required	Marta Szczepaniak & Steve Roberts	N/A	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		of COVID-19 9. Contaminated waste is stored in the outside container (locked) by 72h after that it will be disposed of into the general waste.				
Access/egress to the site (coming to work and leaving work)	Employees, contractors, visitors	<ol style="list-style-type: none"> <li>1. The majority of the office staff is working from home.</li> <li>2. All employees divided into two shifts. The first shift starts from 6 am to 2 pm and second, from 2:15 pm.</li> <li>3. Hand sanitiser in the reception.</li> <li>4. Temperature check in the reception – recorded. Sanitising wipes and/or gloves and/or sanitising gel available in reception.</li> <li>5. One way flow at entry and exit points (2m rule applies).</li> <li>6. All internal doors are left open (apart from CMM room – temperature control room).</li> <li>7. All workers must wash or clean their hands before entering or leaving the site.</li> <li>8. External cleaners are coming twice a day to clean common contact surfaces i.e. reception. (min 60% of alcohol sanitising spray is used)</li> <li>9. Written rules what to do step by step when</li> </ol>	No further actions required	Marta Szczepaniak & Steve Roberts	N/A	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>coming to work – temperature check.</p> <p>10. All relevant procedures/rules/guidances sent to home-workers.</p> <p>11. Cleaning procedure for 1<sup>st</sup>-floor office before restarting work – provide hand sanitiser for each desk – procedure for cleaners mainly.</p> <p>12. Car park – way to the car park/reception-the area is marked – lines on the ground/floor 2m rule applies.</p> <p>13. The factory floor painted/marked – 2m rule applies.</p> <p>14. The area next to the lockers marked (2m rule applies).</p>				
Moving around building/workstations	Employees, Contractors, Visitors	<p>1. Restricted access to the 1<sup>st</sup>-floor office. All staff from that office is working from home.</p> <p>2. The floor is marked where possible – 2-meter distance – a one-way system where possible.</p> <p>3. Only one operator is working with the machine at the time – the same operator through all shifts.</p> <p>4. Hand sanitising gels provided for all</p>	1. Anti-virus privacy screens to be placed between workstations – where needed.	Marta Szczepaniak & Steve Roberts	1. ASAP	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>employees.</p> <p>5. Employees should sanitise (or wear gloves) hand tools/handles etc. before use. Employees are trained in procedure SWP-GEN002 – PPE which includes instruction on how to properly take off the gloves.</p> <p>6. Employees who work at the air benches do not share it with anyone else. There is at least 2m distance between them.</p> <p>7. Pairing system rules – for heavy manual handling activities/maintenance work/emergencies. The medical mask is needed while carrying out activities in pairs. Employees must consult working in a pair with their team leader and or H&amp;S. They must record it. Document in place.</p> <p>8. The load should be broken down where possible so that one person can comfortably carry.</p> <p>9. Medical mask available on request.</p> <p>10. Back-to-back or side-to-side working around lathes, grinders, and wire cutters.</p> <p>11. Instruction on how to properly use hand sanitising gel is displayed in different locations to make employees aware.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>12. Daily walkarounds are carried out. All non-conformances are recorded i.e. working within 2m without approval.</p> <p>13. Written rules – cleaning and/or using equipment with handles. Using/cleaning hand tools and other shared equipment.</p> <p>14. If there is a need to share a computer or printer hand sanitiser is provided and instruction is displayed (sanitise or wash hands). All shared computers (3) are sanitised twice a day by cleaners (min. 60% alcohol).</p> <p>15. Only one person is allowed to be in the Goods In office at one time unless additional training/help is required, then both people MUST wear a medical mask. If possible Amazon Chime should be used.</p>				
Common areas (canteen, toilets, locker room, reception)	Employees, Contractors, Visitors	<p>1. Only six people (5 seating + 1 standing) are allowed to be in the canteen at the same time.</p> <p>2. Only two people are allowed to be in the</p>	Possibility to arrange an extra space for lunch in	Marta Szczepaniak & Steve Roberts	N/A	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>toilet at the same time (2m rule applies).</p> <p>3. Smoking area outside the building.</p> <p>4. All lockers have been removed from the locker room. They are standing in the designated places around the walkway. The floor is marked around – 2m distance.</p> <p>5. The external cleaning company is coming twice a day to clean all common areas i.e. canteen, toilets.</p> <p>6. Seating and desk are reconfigured to maintain spacing and reduce face-to-face interactions.</p> <p>7. Instruction for handwashing is displayed in the toilets. Employees are trained in TBT-GEN026 – personal hygiene.</p> <p>8. Hand sanitiser and wipes available.</p> <p>9. A sufficient number of rubbish bins are provided.</p> <p>10. Paper towels provided in the canteen and toilets.</p> <p>11. All personal things like shoes or jackets should be kept in the locker.</p> <p>12. Written rules – safe use of canteen, toilets, lockers, and other common places.</p> <p>Only two people in the toilet (2m rule</p>	<p>a small meeting room – to be agreed with management.</p>			



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		applies) and up to 5 people in the canteen (2m rule applies) 13. COSHH assessment for cleaner carried out.				
First Aid including mental health/Accidents	Employees, contractors, visitors	<ol style="list-style-type: none"> <li>1. First aid box – check (once a month as it was or if needed). Employees are trained in toolbox talk TBT-GEN017 – Reporting procedures.</li> <li>2. First aiders on site.</li> <li>3. Mental health First Aider on site.</li> <li>4. Guidance has been sent to all home-workers – Working from home – Stay efficient.</li> <li>5. Employees working from home should keep in touch with the management team.</li> <li>6. Employees trained in Toolbox Talk TBT021 – Wellbeing.</li> <li>7. Mental health guidance for employees.</li> <li>8. Toolbox Talk TBT-GEN025 – Fatigue for all employees.</li> <li>9. COSHH assessment for alcohol hand sanitising gel carried out.</li> </ol>	No further actions required	Marta Szczepaniak & Steve Roberts	N/A	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Legionella	Employees, contractors, visitors	1. Taps and shower outlets are inspected and maintained – once a week.	No further actions required	Steve Roberts & Marta Szczepaniak	N/A	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19