Title		23/03/2020. Update 13th May 2020
Short description of task or		
process	Ensuring safe business continuity through COVID-9	
		All Departments
		A Watson / D Bell / J
Location	Arrowsmith Engineering	Aldridge

Describe the situation, as it	1		
List each hazard in the task or process	What Harm Could result?	What are the existing controls?	Current risk rating index L S R
Germs spread from person to person via equipment	Increased number of cases of COVID-19 within the workforce	Additional cleaning controls put in place - employees to keep and use their own cup & only make drinks for themselves, kettle and kitchen equipment to be wiped before and after each use. The last 15 minutes of each shift to be spent cleaning all equipment and work areas. All employees to wash hands regularly (using soap provided) and only dry hands using paper roll rather than electric driers, (Hand sanitiser,barrier cream and gloves to be used when possible). Ensure hand cleaner, cleaning equipment, fluids, hand sanitiser and toilet roll is in constant supply	4 3 12
Germs spread from person to person via equipment and air borne		All employees to ensure they are following the government guidelines for social distancing, keep a 2 metre distance between all employees where possible, All physical meetings cancelled in house — including Production / Capacity / Management / Business / Board - information will still be added to SQD boards and agendas / minutes emailed, no informal meetings or group discussions where possible. Windows open in offices and factory to allow ventilation. All employees to take responsibility for personal hygiene and daily washing of clothes. Lunch and breaks to be staggered to avoid congrigating in break rooms. Canteens use to be restricted numbers. Access to smaller work areas to be limited such as Canteens, NDT, part mark, inspection, debur, stores, dispatch. Signs to be erected controlling numbers., Working from home policy to be enforced for any employees able to work from home and felxible working hours to be introduced for those who cannot in orde to minimise human interaction. Ensure any employees who have symptoms or have been in contact with persons that have had symptoms stay away from work to avoid risk of spreading	4 3 12
Financial hardshi p of employees leading them to attend work rather than self isolating	Increased number of cases of COVID-19 within the workforce	Ensure that statutory sick pay is topped up for 2 weeks maximum so employees are covered financially for proven period of isolation. A government isolation sheet is required	2 2 4
Employees contracting the COVID-19 virus	Loss of workforce within critical areas	Enact contingency plans for key employees to minimise business risk - Andy Woolley to cover for operative in NDT, recruitment agencies on hand to supply inspectors at short notice if required	4 4 16
Employees with pre existing health issues, Ethnicity risk or over 65 contracting the COVID-19 virus	Increased severity of Covid 19 infection to staff	Employees with pre existing health issues or over 65 are to be furloughed, work from home or to have increased vigilance whilst working at premises. Score reduces to 4 if Furloughed or work from home.	4 4 16
Germs spread from person to person due to close proximity	I cases of (()VII)-19	If 2m can not be regularly maintained masks to be worn . Employees are aware that the masks protect the other employee - containing any infection in the mask.	4 3 12
Germs spread from person to person due to close proximity in office	· ·	Prevent desks facing each other. Move desks or fit screens	4 3 12

Determine likelihood (L) and assign index. Determine severity (S) and assign index. Risk rating R= L x S

Likelihood (L)	Index	Severity of Harm (S)	
Rare (very unlikely to occur in			
a 5 year period	1	Slight(self first aid treated/minimal lost time/no or minimal damage)	Trivial
Unlikely (unlikely to occur in			
a 2 - 3 year period)	2	Minor(first aid treatment/some lost time/minor damage)	Low risk
Possible (could occur this			
year)	3	Moderate(RIDDOR/signifiicant lost time/significant damage	Medium risk
Likely (could occur several			
times each year)	4	Major(major injury/long term absence/major damage	High Risk
Almost certain (Very likely to			
occur each year and could			
happen at any time)	5	Catastrophic(fatality/multiple injuries/damage>£1m)	

(there may be no action required for ratings up to 6; ratings 8-15 require action;>15 must be stopped until the rating is reduced.

	What controls are rquired to	reduce the risk further?		Data commisted
1	Continuous anti bacterial clea	ning of working areas da	ily and periodic (every 3 weeks) Deepclean of Buildings by external specialist (item 1)	Date completed ongoing - commenced March 2020
2	Weekly Covid - 19 undates to	all amployees with latest	government advice (item 1, 2 and 5)	on going - every Monday since March 2020
			-	
		·	(new laptops and VPN) (item 1,2 and 5)	25/03/2020
4	Move shifts to allow more roo	om on each shift weekly (item 1, 2 and 5)	31/03/2020
5	New signs showing occupancy levels and more visual warnings (new versions avaialable and on order)			ongoing
6	6 New Government guidelines issued 12th May - check all in place		ongoing	
7	Screen for desks in office. Mo	ve desks apart		commenced April 2020 -ongoing
8	introduction of 4 day week to	reduce number of days a	at work and staggered start/finish times	commenced April 2020 -ongoing
				•
	Who might be affected	All employees		
	Assessor's conclusions (Actior	n points are prioritised be	low)	
	Urgent(days 1-2 weeks)	Medium (few Weeks)	Long term (months)	
		Projected cost: £10,000		
	Projected cost £20,000		Projected cost: TBS	

Projected cost £20,000	Projected cost: TBS	
Department Manager (or other a		
I Authorise action to be taken as outli	ned in this assessment	
I defer action on this assessment		
and have the following comments		
Signed		

Information from this assessment should be communicated to all who are affected, Directly or indirectly, by this activity as well as those who may be affected in the future.

Those who are directly affected by this assessment should sign below to confirm that they read and understood it will comply with the safety precautions outlined and any related code of practice:

Name	Signature

	n incident related to the as	
reviewed on (dates)	By(name)	Textual amendments identified by (State method)
	Ī	1

Gener<u>al Risk Assessment</u>