

# ERA COVID-19 RISK ASSESSMENT

COVID-19 Risk Assessment	
Site:	ERA IS4
Issue:	1
Date:	18th May 2020
Approved By:	Ben Penson

Hazard	Operational Activity	Parties at Risk	Unmitigated Risk	Control Measures	Mitigated Risk
Spread of COVID-19 Coronavirus	Exposure away from work	Staff Visitors Contractors Cleaning Staff		<p>Adherence to Government Guidelines on Self-Isolation.</p> <p>Employees exhibiting symptoms, or living with those exhibiting symptoms, or confirmed as suffering from COVID-19 to self-isolate.</p> <p>All employees self-isolating to undertake a screening telephone interview prior to returning to work.</p> <p>No individual, classified as shielded, to return to work.</p> <p>Only essential visitors to be authorised to visit site. (Examples of an essential visit include essential maintenance to maintain safety of equipment and infrastructure and statutory inspections).</p> <p>Visitors to site to complete a pre-screening questionnaire prior to the visit being approved.</p>	
Spread of COVID-19 Coronavirus	Travel to & From Work	Staff Visitors Contractors Cleaning Staff		<p>Where possible, staff will work from home, avoiding the need to travel.</p> <p>Employees are not permitted to travel to work if they feel ill. In such cases they are required to stay at home and access NHS 111 or on-line medical advisory services.</p> <p>Employees strongly advised to avoid public transport and encouraged to use alternative means of travel including walking, car and cycling. Lift share limited to two people, driver plus rear seat passenger only.</p> <p>Where public transport is absolutely necessary, Government guidance will be followed (e.g. wearing face coverings and social distancing) and working times optimised to avoid congested periods.</p> <p>Work times to be optimised to avoid congested periods</p> <p><del>External transport contractor, with appropriately sized vehicles to allow for adequate spacing, to be used to mitigate high risk</del></p>	
Spread of COVID-19 Coronavirus	Travelling for work	Staff Customers Product end users		<p>Travel between ERA sites to be limited to essential visits only and must be authorised on a case-by-case basis by the CEO.</p> <p>Travel to customers' premises to be suspended with alternative means of engagement employed.</p> <p>Site engineer and installation visits to be limited to essential emergency repairs only, using approved and appropriately equipped specialist sub-contractors.</p> <p>Employees to be equipped with appropriate means of sanitization.</p> <p>2m social distancing to be maintained at all times.</p>	
Spread of COVID-19 Coronavirus	Access To Site	Staff Visitors Contractors Cleaning Staff		<p>Initial entrance to site to be via allocated entrances only.</p> <p>Temperature monitoring to be conducted for all staff and visitors on a daily basis, prior to entering site.</p> <p>2m Social distancing to be maintained at all entrances and exits.</p> <p>Hand washing or sanitizing stations to be provided at all entrances and exits.</p> <p>Start times to be staggered to limit personnel density at entrances.</p> <p>Floor markings and signage to be used to facilitate effective social distancing.</p> <p>Where appropriate, to avoid congestion, one way systems will be implemented.</p> <p>Where one way systems cannot be implemented, convex safety mirrors will be used to enable organisational controls to prevent congestion from blind spots on walkways.</p> <p>Cease use of clocking in attendance systems that require personal contact to common touch points (including biometric scans).</p>	
Spread of COVID-19 Coronavirus	Reception	Staff Visitors Contractors Reception Staff		<p>Sanitization points to be provided at entrances.</p> <p>Where feasible, reception areas to be unmanned with visitors required to ring an appointed contact number using their own mobile device.</p> <p>Floor markings to be provided to enable social distancing.</p> <p>Additional screens to be provided to segregate reception staff from visitors, for manned reception areas.</p>	
Spread of COVID-19 Coronavirus	Elevators	Staff Visitors Contractors Cleaning Staff		<p>Elevators to be subject to an enhanced cleaning regime.</p> <p>Elevators to be subject to a one person limit to enable social distancing, with appropriate signage displayed.</p>	
Spread of COVID-19 Coronavirus	Welfare Facilities	Staff Visitors Contractors Cleaning Staff		<p>Increased contractor cleaning regime for welfare facilities.</p> <p>Allocated hand washing and sanitization stations provided.</p> <p>Staggered start and break times to reduce density.</p> <p>Where feasible, staff to attend site in appropriate workwear to avoid requirement for changing facilities.</p> <p>Lockers to be re-located where appropriate to allow safe access in unconfined spaces.</p> <p>Strict 2m social distancing to be maintained.</p> <p>One in/ One out or occupancy capacity systems to be implemented in wash rooms, locker rooms and toilets.</p> <p>Decommission toilets and sinks to increase spacing between users.</p>	

Spread of COVID-19 Coronavirus	Canteen Facilities	Staff Visitors Contractors Cleaning Staff		<p>Increased contractor cleaning regime for welfare facilities.</p> <p>Allocated hand washing and sanitization stations provided.</p> <p>Staggered start and break times to reduce density.</p> <p>Strict 2m social distancing to be maintained.</p> <p>Employees to bring in packed lunch. No food catering or communal cutlery to be provided.</p> <p>Floor markings and signage to facilitate social distancing and enhanced hygiene regime.</p> <p>Staff cleaning rota to clean facilities after each use.</p>	
Spread of COVID-19 Coronavirus	Office Areas	Staff Visitors Contractors Cleaning Staff		<p>Working from home to be implemented wherever practicable.</p> <p>Where office working cannot be avoided, time spent in the office to be reduced to the minimum possible and team rotas adjusted to reduce occupancy levels in the office.</p> <p>Enhanced cleaning regime to be maintained and recorded.</p> <p>Specific work stations to be allocated to individuals.</p> <p>Work station spacing to be allocated to maintain 2m social distancing. Where 2m social distancing cannot be maintained, fixed screens will be installed.</p> <p>Sanitization stations to be installed.</p> <p>Alternative communication means to be used to avoid face to face meetings.</p> <p>Face to face meetings to be held by exception only. Meeting rooms to be well ventilated with minimum 2m social distancing.</p> <p>Meeting rooms to be subject to enhanced cleaning regime</p>	
Spread of COVID-19 Coronavirus	Test Centre	Staff Visitors Contractors Cleaning Staff		<p>Enhanced cleaning regime to be maintained &amp; recorded.</p> <p>Visitors to be prohibited from attending testing operations.</p> <p>MHE to be used for handling all door and window samples to avoid 2 person lifting.</p> <p>MHE controls to be cleaned before and after each use.</p> <p>Test equipment controls and calibrated testing tools to be cleaned before and after each use.</p> <p>All testing operations to be conducted with 2m social distancing between test engineers.</p> <p>Sanitization points to be installed in office and laboratory areas.</p>	
Spread of COVID-19 Coronavirus	Warehouse Operations	Staff Visitors Contractors Cleaning Staff Delivery Driving Staff		<p>Enhanced cleaning regime to be maintained &amp; recorded, including MHE.</p> <p>MHE controls to be cleaned before and after use by each operative.</p> <p>Handwashing and sanitizing stations to be provided to facilitate regular handwashing, including at building entrance and exit points.</p> <p>Social distancing of 2m to be maintained at all times for all warehouse activities.</p> <p>Shift times to be managed to maintain appropriate staff density.</p> <p>Hand tools required for warehouse operations will be allocated to each relevant individual.</p> <p>Goods vehicle drivers to remain with vehicle at all times if safe to do so, and should remain in the cab, with the exception of enabling safe unloading.</p> <p>Drivers should not be permitted to enter the building, with the exception of using a driver dedicated toilet.</p> <p>Driver toilet facilities to be subject to regular cleaning.</p> <p>Driver temperature to be taken if entering the building.</p>	
Spread of COVID-19 Coronavirus	Manufacturing	Staff Visitors Contractors Cleaning Staff		<p>Enhanced cleaning regime to be maintained &amp; recorded, including MHE and work equipment.</p> <p>MHE controls to be cleaned before and after use by each operative.</p> <p>Hand tools required for manufacturing operations will be allocated to each relevant individual.</p> <p>Work stations to be allocated to individual operatives.</p> <p>Handwashing and sanitizing stations to be provided to facilitate regular handwashing, including at building entrance and exit points.</p> <p>Social distancing of 2m to be maintained at all times. Currently there are no activities where 2m social distancing cannot be maintained. No activity is to be commenced, where social distancing of 2m could be compromised until an activity specific risk assessment is conducted and a safe system of work developed. Risk assessments will be conducted in accordance with a defined hierarchy of controls.</p> <p>Shift times to be managed to maintain appropriate staff density.</p>	
Spread of COVID-19 Coronavirus	First Aid Provision	Staff Visitors Contractors Cleaning Staff First Aid team		<p>First Aid responders will work in accordance with appropriate sections of current Government guidance for first responders.</p> <p>A mask, eye protection (goggles or face shield) and disposable gloves and apron will be a mandatory requirement for first aid personnel when treating an individual</p> <p>First aid personnel will be required to follow strict hygiene measures including hand washing immediately before and after treatment.</p>	

Spread of COVID-19 Coronavirus	Management of a suspected case on site	Staff Visitors Contractors Cleaning Staff First Aid team		<p>Any personnel on site who develop symptoms will be required to wear a mask return home immediately, if safe to do so, and contact NHS 111.</p> <p>Any individual too unwell to travel home should be taken immediately to the dedicated isolation room, via the safest route and wear a mask. Alternative travel arrangements should then be identified.</p> <p>Any individual identified as developing symptoms should be advised to avoid touching any unnecessary surfaces.</p> <p>Work areas for an individual who has exhibited symptoms at work should be segregated and subjected to a deep clean prior to any future use.</p> <p>Persons who have come into contact with the individual who has exhibited symptoms should be identified and a risk assessment completed on a case-by-case basis on mitigations, including advice from Public Health England (PHE).</p> <p>Employees returning to work, having previously displayed symptoms, must follow the return to work procedure, including a telephone interview, prior to attending site.</p>	
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		1 Insignificant illness (very mild symptoms)	2 Minor illness (self-treatment)	3 Moderate illness requiring GP intervention	4 Major illness requiring hospitalisation/ICU	5 Fatality/ Catastrophic
Likelihood	5 Very Likely	5 Low	10 Medium	15 High	20 High	25 High
	4 Likely	4 Low	8 Medium	12 Medium	16 High	20 High
	3 Possible	3 Low	6 Medium	9 Medium	12 Medium	15 High
	2 Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	1 Very Unlikely	1 Low	3 Low	3 Low	4 Low	5 Low