

RISK MATRIX - EVALUATION OF RISKS						
LIKELIHOOD	CONSEQUENCE or SEVERITY					
		1	2	3	4	5
	Very Likely	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Very Unlikely	1	2	3	4	5
Risk Rating		Near Miss	Minor Injury	3 Day Injury	Major Injury	Death
		1-3 V/Low	4-6 Low	7-10 Medium	11-20 High	21-25 V/High



Risk Assessment

Location and Area: AE Aerospace	TASK: Presence and transmission of Coronavirus – Covid-19	
Completed by: Peter Bruch, Wayne Turner & Steve Horton.	Date of Assessment: 27/05/2021	Date for Review: September 2021

RISK = CONSEQUENCE / SEVERITY X LIKELIHOOD

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
1	Protection of 'At Risk' Staff	Elevated risk of Staff with underlying medical conditions	'At Risk' staff	5	5	25	All 'At Risk' staff are working from home or where that is not possible have been furloughed	Directors	6	N
2	Protection of Staff	Risk of Virus Transmission through staff attending work unnecessarily	All staff	5	4	20	All staff that can work from home have been provided the facilities to do so	Directors	4	N
3	Protection of Staff	Risk of Virus Transmission through staff attending work that may have a temperature or any Coronavirus symptoms	All Staff	5	3	15	Temperature check of all staff at the beginning of each shift. If temperature is over 37.8°C, isolate individual, and retest after 1 hour	Managers / Cell Leaders	8	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
4	Contamination of 'Touch Surfaces'	Contamination locations touched by multiple members of staff & visitors	All staff, visitors, contractors, and members of the public in local area	5	4	20	Multiple daily cleaning of all touch points with Anti-bacterial wipes. EG Door handles, light switches, kitchen appliances, desks, machine tool control panels, measuring instruments etc. Open door policy, i.e., all internal doors propped open to reduce requirement to touch.	Managers / Cell Leaders	6	N
5	Transmission of Virus	Contamination locations touched by multiple members of staff & visitors	All staff, visitors, contractors, and members of the public in local area	5	4	20	Hand washing required at start & end of shift, before & after breaks and before & after using the toilet. Briefings on hand washing and use of sanitising gel given at staff briefings	All staff	6	Y
6	Transmission of Virus	Social distancing	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff, visitors, contractors to adhere to Government Social Distancing rules for a manufacturing environment, IE keep 2m apart where possible, avoid spending longer than 15 minutes in presence of another individual at less than 2m. Social distancing message is reinforced in team briefings. All shopfloor machines & stations have been checked and confirmed that they enable staff to be at least 2m apart. Desks have been moved / reallocated to ensure all office staff are at least 2m apart.	All staff	6	Y
7	Transmission of Virus	Visitors who have had contact with people outside the company	All staff, visitors, contractors, and members of the public in local area	5	5	25	All non-essential visits have been cancelled. Only those visitors required to complete work directly related to production are allowed on site. All visitors are required to follow the Hand Washing & Social Distancing rules.	Visitor hosts	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
8	Transmission of Virus	Meetings	All staff, visitors, contractors, and members of the public in local area	5	4	20	All non-essential meetings have been cancelled. Essential meetings include those related to staff issues and production.	Directors / Managers	5	N
9	Transmission of Virus	Transport to & from work	All staff, visitors, contractors, and members of the public in local area	5	4	20	Where possible, car shares have been implemented. Staff on Public Transport have been issued with gloves where requested.	All staff	10	N
10	Testing	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	1	20	The Government has announced testing for Key Workers. Appointments for people with symptoms can be made by the individual or company on Gov.uk	All staff	6	N

Factories, plants, and warehouses - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK – 12-05-2020

1. Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

1	In every workplace, increasing the frequency of handwashing and surface cleaning.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Hand washing required at start & end of shift, before & after breaks and before & after using the toilet. Briefings on hand washing and use of sanitising gel given at staff briefings. Cleaning regime increased & recorded.	All staff	6	N
2	Businesses and workplaces should make every reasonable effort to enable working from home as a first option.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so.	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
3	Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	The message to social distance has been given to all staff and is repeated daily and if people are observed not following the rules	All staff	6	N
4	Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	Transmission of Virus Further mitigating actions include: – increasing the frequency of handwashing and surface cleaning – keeping the activity time involved as short as possible – using screens or barriers to separate people from each other – using back-to-back or side-to-side working (rather than face-to-face) whenever possible – reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)	All staff, visitors, contractors, and members of the public in local area	5	4	20	– the frequency of handwashing and surface cleaning has been increased. – the activity time involved as been kept as short as possible – people are being kept far enough apart so screens or barriers are not required – back-to-back or side-to-side working (rather than face-to-face) is being used whenever possible – the number of people each person has contact with has been reduced by using ‘fixed teams or partnering’ (so each person works with only a few others)	All Staff	6	N
5	If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	There are no sections where people must work face-to-face for a sustained period	All staff	6	No

2. Who should go to work - Objective: That everyone should work from home unless they cannot work from home?

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
1	Consider who is essential to be on-site; for example, office staff should work from home if at all possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so.	All staff	6	N
2	Planning for the minimum number of people needed on-site to operate safely and effectively.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so.	All staff	6	N
3	Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if many of their colleagues are on-site.	Mental well being	All staff, visitors, contractors, and members of the public in local area	5	4	20	All off site staff, working or furloughed are contacted frequently for a 'non-work' check	PB / IBT / AM / TB	6	N
4	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security.	Mental well being	All staff, visitors, contractors, and members of the public in local area	5	4	20	All off site staff, working or furloughed are contacted frequently for a 'non-work' check	PB / IBT / AM / TB	6	N
5	Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so.	All staff	6	N
2.1. Who should go to work - Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals?										

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
1	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.	Much worse symptoms if this group contracts Coronavirus	All staff, visitors, contractors, and members of the public in local area	5	5	25	All staff that can work from home have been given the means and option to do so. All staff that cannot work from home have been furloughed.	All staff	6	N
2	Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing social-distancing and should be helped to work from home, either in their current role or in an alternative role.	Worse symptoms if this group contracts Coronavirus	All staff, visitors, contractors, and members of the public in local area	5	5	25	All staff that can work from home have been given the means and option to do so. All staff that cannot work from home have been furloughed. 04/06/2020: Following a change in the Govt guidelines Clinically Vulnerable staff have been invited back to site.	All staff	6	N
3	Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	Mental well being	All staff, visitors, contractors, and members of the public in local area	5	4	20	All off site staff, working or furloughed are contacted frequently for a 'non-work' check. All on-site staff are monitored and assisted as necessary.	PB / IBT / AM / TB	6	N

2.2 Who should go to work - People who need to self-isolate

1	Enabling workers to work from home while self-isolating if appropriate.	See current guidance for employers relating to statutory sick pay due to COVID-19 (https://www.gov.uk/employers-sick-pay). See current guidance for people who have symptoms and those who live with others who have symptoms (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-Covid-19-infection).	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so.	All staff	6	N
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No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
2	Ensuring any worker self-isolates if appropriate.	See current guidance for employers relating to statutory sick pay due to COVID-19 (https://www.gov.uk/employers-sick-pay). See current guidance for people who have symptoms and those who live with others who have symptoms (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-Covid-19-infection). -Covid-19-infection).	All staff, visitors, contractors, and members of the public in local area	5	5	25	All staff are temperature checked at the start of their shifts. All staff are observed and checked for symptoms. Any person that appears to be unwell is checked by a first aider.	All staff	6	N

2.3 People who have protected characteristics - Objective: To treat everyone in your workplace equally.

It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.

1	Employers also have responsibilities towards disabled workers and those who are new or expectant mothers. Understanding and considering the circumstances of those with different protected characteristics.	Ensuring all staff are treated equally and that no one is put at higher risk.	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so. There are currently no staff on site that fit into this category.	All staff	6	N
2	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.	Ensuring all staff are treated equally and that no one is put at higher risk.	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so. There are currently no staff on site that fit into this category.	All staff	6	N
3	Considering whether you need to put in place any measures or adjustments to take account of your duties under the equalities legislation.	Ensuring all staff are treated equally and that no one is put at higher risk.	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so. There are currently no staff on site that fit into this category.	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
4	Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	Ensuring all staff are treated equally and that no one is put at higher risk.	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so. There are currently no staff on site that fit into this category.	All staff	6	N
5	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Ensuring all staff are treated equally and that no one is put at higher risk.	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff that can work from home have been given the means and option to do so. There are currently no staff on site that fit into this category.	All staff	6	N
3. Social distancing at work - Objective: To maintain 2m social-distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.										
1	You must maintain social distancing in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	The message to social distance has been given to all staff and is repeated daily and if people are observed not following the rules	All staff	6	No
2	Mitigating actions include: – further increasing the frequency of hand washing and surface cleaning – keeping the activity time involved as short as possible – using screens or barriers to separate people from each other	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	– the frequency of handwashing and surface cleaning has been increased. – the activity time involved as been kept as short as possible – people are being kept far enough apart so screens or barriers are not required	All staff	6	No

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
	<ul style="list-style-type: none"> – using back-to-back or side-to-side working (rather than face-to-face) whenever possible. – reducing the number of people each person has contact with by <ul style="list-style-type: none"> – using ‘fixed teams or partnering’ (so each person works with only a few others). – Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. These are often the most challenging areas to maintain social distancing. 						<ul style="list-style-type: none"> – back-to-back or side-to-side working (rather than face-to-face) is being used whenever possible – the number of people each person has contact with has been reduced by using ‘fixed teams or partnering’ (so each person works with only a few others) – there is one entrance & corridor into the facility, staff are encouraged to move in single file, one direction at a time. – the number of chairs in the canteen / kitchen has been halved 			

3.1 Coming to work and leaving work - Objective: To maintain social-distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

1	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	<p>There are currently only 55 staff on site, with 5 different start and finish times. Breaktimes have been staggered to keep teams together and reduce cross-team contamination.</p> <p>10/9/2020: Currently 80 staff on site.</p> <p>No other changes.</p> <p>23/11/2020: Currently 67 staff across shift patterns on site.</p>	All staff	6	No
2	Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Sufficient facilities have been provided	All staff	6	No

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
3	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	It is very rare for more than one person to be in a vehicle	All staff	6	No
3a	Using Public transport.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Reduce the need to use public transport by implementing 3.1.2 above. Reduce the need to use public transport by car share if possible. Provide gloves & facemasks for staff that have no alternative but to use public transport.	All staff	9	No
4	Reducing congestion, for example, by having more entry points to the workplace.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	We only have one pedestrian entry / exit point to the facility. Although we have roller shutter doors, we are a Secure Defence site, and all entry / exit points must be secure	All staff	6	No
5	Using markings and introducing one-way flow at entry and exit points.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	The site is not big enough to enable this.	All staff	6	No
6	Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Handwashing facilities, or hand sanitiser where not possible, have been provided at entry and exit points.	All staff	6	No

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
7	Providing alternatives to touch-based security devices such as keypads.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	We do not have touch-based security devices, all are proximity sensors for key cards. Exit buttons are cleaned frequently and can be pressed with gloves, sleeves, or clothing	All Staff	6	No
8	Defining process alternatives for entry and exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	We do not have touch-based security devices, all are proximity sensors for key cards. We do not have security staff Exit buttons are cleaned frequently and can be pressed with gloves, sleeves, or clothing	All Staff	6	No

3.2 Moving around buildings and worksites - Objective: To maintain social-distancing wherever possible, while people travel through the workplace.

1	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Non-essential trips between sites (Rovex), suppliers, sub-contractors & customers have been reduced to a minimum. On-site access has not been restricted as we feel that an 'open-door' policy, where there is no need to touch door handles etc is better. The site is not big enough to use radios / mobiles. The Tannoy system continues to be used.	All Staff	6	No
2	Reducing job and equipment rotation.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Job and equipment rotation have been reduced. Additional cleaning has been introduced at staff and shift changes as well as during each shift.	All Staff	6	No

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
3	Introducing more one-way flow through buildings.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	The site is not large enough to facilitate one-way flow.	All Staff	9	No
4	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	There are no lifts on site.	All Staff	0	No
5	Making sure that people with disabilities can access lifts.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	There are no lifts on site.	All Staff	0	No
6	Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	There is no requirement for onsite travel.	All Staff	0	No
7	Regulating use of high traffic areas including corridors, lifts, turnstiles, and walkways to maintain social distancing.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Where viable one-way flow has been facilitated. Staff have been educated and encouraged not to congregate in any high traffic area, e.g., reception & main entrance to site & shopfloor. Cross over areas have signage for priority flow direction.	All Staff	9	No

3.3 Workplaces and workstations - Objective: To maintain social-distancing between individuals when they are at their workstations.

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
	For people who work in one place, workstations should allow them to maintain social-distancing wherever possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Offices – all desks reset to ensure 2m gap side-side or back-back working otherwise screening is employed. Shopfloor – all workstations / machines have been checked to allow 2m gap, side-side, or back-to-back working.	All Staff	6	No
	Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Offices – multi-user desks have been eliminated in most areas and reduced to a minimum in Engineering. Shopfloor – Job and equipment rotation has been reduced. Additional cleaning has been introduced at staff and shift changes as well as during each shift.	All Staff	6	No
	If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning, and hygiene to reduce risk.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Offices – multi-user desks have been eliminated in most areas and reduced to a minimum in Engineering. Shopfloor – Job and equipment rotation has been reduced. Additional cleaning has been introduced at staff and shift changes as well as during each shift.	All Staff	6	No
1	Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Offices – multi-user desks have been eliminated in most areas and reduced to a minimum in Engineering. Shopfloor – Job and equipment rotation has been reduced. Additional cleaning has been introduced at staff and shift changes as well as during each shift.	All Staff	6	No

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
2	Using floor tape or paint to mark areas to help workers keep to a 2m distance.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Floor tape is in place to high use areas	All Staff	6	No
3	Only where it is not possible to move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Offices – all desks reset to ensure 2m gap side-side or back-back working otherwise screening is employed. Shopfloor – all workstations / machines have been checked to allow 2m gap, side-side, or back-to-back working.	All Staff	6	No
4	Only where it is not possible to move workstations further apart, installing screens to separate people from one another.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Offices – all desks reset to ensure 2m gap side-side or back-back working otherwise screening is employed. Shopfloor – all workstations / machines have been checked to allow 2m gap, side-side, or back-to-back working.	All Staff	6	No
5	Using a consistent pairing system if people must work in close proximity, for example, during 2-person working, lifting or maintenance activities that cannot be redesigned.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Consistent pairing introduced for material lifting, training, and mentoring of less experienced staff.	All Staff	6	No

3.4 Meetings - Objective: To reduce transmission due to face-to-face meetings and maintain social-distancing in meetings.

1	Using remote working tools to avoid in-person meetings.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All on-site & off-site Customer & Supplier visits have been cancelled. Only those visitors / contractors required to complete urgent work are allowed on-site. All Visitors / Contractors are required to complete a health questionnaire and have their temperature taken.	All staff	6	N
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No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
							Microsoft Teams, Zoom, Skype and other video links have been introduced.			
2	Only necessary participants should attend meetings and should maintain 2m separation throughout.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Participants of all on-site meetings have been reduced to ensure that 2m separation can be maintained.	All staff	6	N
3	Avoiding transmission during meetings, for example, from sharing pens and other objects.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All staff are required to wash their hands / use hand sanitiser before and after any meeting. Nothing is shared except for remote controls and this is minimum with pre- and post- sanitation.	All staff	6	N
4	Providing hand sanitiser in meeting rooms.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Hand sanitiser is available next to all meeting rooms.	All staff	6	N
5	Holding meetings outdoors or in well-ventilated rooms whenever possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	The shopfloor and offices all have air ventilation units that replenish at a minimum of 7 volumetric exchanges per hour.	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
6	For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Floor signage is being implemented in the Production meeting areas.	All staff	6	N
3.5 Common areas - Objective: To maintain social-distancing while using common areas.										
1	Staggering break times to reduce pressure on break rooms or places to eat.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Breaktimes have been staggered. Gap between end & start times introduced.	All staff	6	N
2	Using safe outside areas for breaks.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Safe outside areas are available.	All staff	6	N
3	Creating additional space by using other parts of the worksite or building that have been freed up by remote working.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	No areas have been sufficiently freed up for this to take place.	All staff	6	N
4	Using protective screening for staff in receptions or similar areas.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	We have no reception or similar staff. Visitor footfall has been dramatically reduced.	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
5	Providing packaged meals or similar, to avoid opening staff canteens, where possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	We do not have a staff canteen, any food brought onto site has been prepared elsewhere.	All staff	6	N
6	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Complete	All staff	6	N
7	Encouraging staff to stay on-site during working hours.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Staff are briefed on not leaving site during working hours.	All staff	6	N
8	Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Social Distancing marking added to changing rooms.	All staff	6	N
3.6 Accidents, security, and other incidents - Objective: To prioritise safety during incidents.										
1	In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.	Safe evacuation	All staff, visitors, contractors, and members of the public in local area	2	2	4	Passing people quickly within 2m does not increase chances of infection. 2m separation rule does not apply during emergency evacuation. 2m separation rule reapplies when grouped for roll call and re-entry to building.	All staff	4	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
2	People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All first aiders etc, have been reminded to wash their hands before and after assisting others. All First Aiders are aware that Compression only CPR will be administered.	All staff	6	N
4. Managing your customers, visitors, and contractors										
4.1 Manage contacts - Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.										
1	Encouraging visits via remote connection or remote working for visitors where this is an option.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All on-site & off-site Customer & Supplier visits have been cancelled. Only those visitors / contractors required to complete urgent work are allowed on-site. All Visitors / Contractors are required to complete a health questionnaire and have their temperature taken. Microsoft Teams, Zoom, Skype and other video links have been introduced.	All staff	6	N
2	Limiting the number of visitors at any one time.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All on-site & off-site Customer & Supplier visits have been cancelled. Only those visitors / contractors required to complete urgent work are allowed on-site. Microsoft Teams, Zoom, Skype and other video links have been introduced.	All staff	6	N
3	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Any servicing that can be undertaken out of hours is being done (e.g., shopfloor evaporative air-cooling system).	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
4	Maintaining a record of all visitors if this is practical.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	All visitors are recorded	All staff	6	N

4.2 Providing and explaining available guidance - Objective: To make sure people understand what they need to do to maintain safety.

1	Providing clear guidance on social-distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Signs present in main Reception Signs added to Goods In / Despatch	All staff	6	N
2	Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	All hosts trained in their responsibilities for visitors.	All staff	6	N
3	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Site is too small to have separate entry and exit points.	All staff	9	N
4	Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses, including with landlords and other tenants.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	Facilities not shared	All staff	0	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
5. Cleaning the workplace										
5.1 Before reopening - Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: an assessment for all sites, or parts of sites, that have been closed, before restarting work cleaning procedures and providing hand sanitiser, before restarting work										
1	Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Checked and not applicable	All staff	6	N
2	Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Checked and not applicable	All staff	6	N
3	Positive pressure systems can operate as normal.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Checked and not applicable	All staff	6	N
5.2 Keeping the workplace clean - Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.										
1	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Cleaning regime increased & recorded.	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
2	Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Cleaning regime increased & recorded.	All staff	6	N
3	Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Cleaning regime increased & recorded.	All staff	6	N
4	If you are cleaning after a known or suspected case of COVID-19 then you refer to the guidance on cleaning in non-healthcare settings (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Cleaning regime increased & recorded. Additional 'Fogging' spray being applied.	All staff	6	N
5.3 Hygiene: handwashing, sanitation facilities and toilets - Objective: To help everyone keep good hygiene through the working day.										
1	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
2	Providing regular reminders and signage to maintain hygiene standards.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Daily reminders in team meetings	All staff	6	N
3	Providing hand sanitiser in multiple locations in addition to washrooms.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Ongoing	All staff	6	N
4	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded	All staff	6	N
5	Enhancing cleaning for busy areas.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded	All staff	6	N
6	Special care should be taken for cleaning of portable toilets.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	Not applicable	All staff	0	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
7	Providing more waste facilities and more frequent rubbish collection.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Sufficient facilities already available	All staff	6	N
8	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	2	6	Hand towels installed in main toilets	All staff	6	N

5.4 Changing rooms and showers - Objective: To minimise the risk of transmission in changing rooms and showers.

1	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Social Distancing marking added to changing rooms.	All staff	6	N
2	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased cleaning regime and recorded	All staff	6	N

5.5 Handling goods, merchandise and other materials, and onsite vehicles - Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
1	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded	All staff	6	N
2	Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Hand washing required at start & end of shift, before & after breaks and before & after using the toilet. Briefings on hand washing and use of sanitising gel given at staff briefings	All staff	6	N
3	Regular cleaning of vehicles that workers may take home.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded	All staff	6	N
4	Regular cleaning of reusable delivery boxes.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded	All staff	6	N

6. Personal protective equipment (PPE) and face coverings

6.1 Face coverings

1	PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
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No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
	Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.									
2	Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
3	Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
4	Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
5	When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
6	Change your face covering if it becomes damp or if you have touched it	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
7	Continue to wash your hands regularly	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
8	Change and wash your face covering daily	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
9	If the material is washable, wash in line with manufacturer's instructions; if it's not washable, dispose of it carefully in your usual waste	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N
10	practise social distancing wherever possible	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
11	You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.	Injuries caused by not using PPE	All staff, visitors, contractors, and members of the public in local area	3	2	6	Continued use of all existing PPE Face masks are mandatory in all face-to-face situations where social distancing cannot be maintained. Face masks and gloves are available for those who request them. Staff educated on their use	All staff	6	N

7. Workforce management

7.1 Shift patterns and working groups - Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

1	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that, where contact is unavoidable, this happens between the same people.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Where possible, staff split into teams to reduce cross contamination.	All staff	6	N
2	Identifying areas where people must directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as using drop-off points or transfer zones.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Job information, raw materials, tooling and fixturing is collected from and delivered to storage points.	All staff	6	N

7.2 Work-related travel

7.2.1 Cars, accommodation, and visits - Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

1	Minimising non-essential travel – consider remote options first.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All on-site & off-site Customer & Supplier visits have been cancelled. Only those visitors / contractors required to complete urgent work are allowed on-site.	All staff	6	N
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No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
							Microsoft Teams, Zoom, Skype and other video links have been introduced.			
2	Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	All on-site & off-site Customer & Supplier visits have been cancelled. Only those visitors / contractors required to complete urgent work are allowed on-site. Microsoft Teams, Zoom, Skype and other video links have been introduced.	All staff	6	N
3	Cleaning shared vehicles between shifts or on handover.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded	All staff	6	N
4	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social-distancing guidelines.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	No staff are currently required to stay away from home.	All staff	0	N
7.2.2 Deliveries to other sites - Objective: To help workers delivering to other sites, such as factories, logistics sites or customers' premises, to maintain social distancing and hygiene practices.										
1	Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded Training of delivery staff	Delivery staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
2	Maintaining consistent pairing where 2-person deliveries are required.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	0	0	0	Not applicable	Delivery staff	0	N
3	Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters Increased cleaning regime and recorded Training of delivery staff	Delivery staff	6	N

7.3 Communications and training

7.3.1 Returning to work - Objective: To make sure all workers understand COVID-19 related safety procedures.

1	Providing clear, consistent, and regular communication to improve understanding and consistency of ways of working.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Increased use of signs & posters All staff are informed and reminded in regular team meetings	All staff	6	N
2	Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	A staff Health & Safety representative has volunteered	All staff	6	N
3	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Site did not close Increased use of signs & posters All staff are informed and reminded in regular team meetings	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
7.3.2 Ongoing communications and signage - Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.										
1	Ongoing engagement with workers, including through trades unions or employee representative groups, to monitor and understand any unforeseen impacts of changes to working environments.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	A staff Health & Safety representative has volunteered	All staff	6	N
2	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) (https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-onmental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19).	Mental well being	All staff, visitors, contractors, and members of the public in local area	5	4	20	All off site staff, working or furloughed are contacted frequently for a 'non-work' check. All on-site staff are monitored and assisted, as necessary.	PB / IBT / AM / TB	6	N
3	Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Understanding	All staff, visitors, contractors, and members of the public in local area	5	4	20	Simple, clear messaging used.	All staff	6	N
4	Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or	Non-communication	All staff, visitors, contractors, and members of the public in local area	5	4	20	All departments / cells have functioning boards.	All staff	6	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
	materials shortages, to reduce the need for face-to-face communications.									
5	Communicating approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experience.	Non-communication	All staff, visitors, contractors, and members of the public in local area	3	2	6	Company is represented on various trade bodies and communicates with Customers and Suppliers.	All staff	6	N

8. Inbound and outbound goods - Objective: To maintain social-distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

1	Revising pick-up and drop-off collection points, procedures, signage, and markings.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Additional signage in place	All staff	6	N
2	Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	Transmission of Virus	All staff, visitors, contractors and members of the public in local area	3	3	9	Not applicable	All staff	9	N
3	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	3	3	9	Some quantities have been increased, however with the current financial situation, this is the worst time for the Government to suggest this.	All staff	9	N

No.	Activity	Hazards	Persons at Risk	Severity 1 to 5	Likelihood 1 to 5	Risk Rating	Existing Control Measures	By whom	Revised Risk	Further Action Recommended
4	Where possible and safe, having single workers load or unload vehicles.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Reduced number of staff involved in loading & unloading vehicles.	All staff	9	N
5	Where possible, using the same pairs of people for loads where more than one is needed.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Reduced number of staff involved in loading & unloading vehicles.	All staff	9	N
6	Enabling drivers to access welfare facilities when required, consistent with other guidance.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Drivers access to welfare facilities restricted, but if necessary, made consistent with other guidance.	All staff	9	N
7	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always.	Transmission of Virus	All staff, visitors, contractors, and members of the public in local area	5	4	20	Drivers encouraged to stay with their vehicles, so that they open and close doors etc, meaning that Goods In staff do not have to touch them.	All staff	9	N

Risk Assessment

Location and Area: AE Aerospace	TASK: Presence and transmission of Coronavirus – Covid-19	
Completed by: Peter Bruch, Carl Goodlad & Steve Horton.	Date of Assessment: 24/07/2020	Date for Review: September 2020

Hazard No.	Further Actions Recommended	Who	Planned Completion Date	Date Completed
Initial 5	Daily reinforcement of Hand Washing rules	Directors / Managers / Cell Leaders	12/3/2020	Ongoing
Initial 6	Daily reinforcement of Social Distancing rules	Directors / Managers / Cell Leaders	12/3/2020	Ongoing
1.1	Red antibacterial soap very 'runny' and needs at least 4 pumps to get enough to lather. New soap sourced.	PB	25/05/2020	19/05/2020
2.2.2	Continue to investigate opportunities for antibody testing.	PB	Ongoing	
3.1.3a	Provide gloves & face masks for all staff on public transport that require it	PB	25/05/2020	18/05/2020
3.2.3	One-way system – corridor to Inspection reviewed for one way, alternatives are worse. Staff to ensure that no one is in corridor before entering.	PB	25/05/2020	19/05/2020
3.2.3	One-way system – stairs reviewed, normally limited numbers of staff on stairs, so signs not required. Staff to ensure that no one is on stairs before entering.	PB	25/05/2020	19/05/2020
3.2.3	Investigate closure of Engineering / Inspection door to separate flow. Door to be left open as alternative causes more 'pinch' points.	PB	25/05/2020	19/05/2020
3.4.6	Floor signs to maintain social distancing in meeting areas – not completed as replaced by wall signs. Wall signs have been created – Varied numbers in meetings, so meeting leader to ensure social distancing maintained.	CG	25/05/2020	25/05/2020
3.5.1	Introduce gap between end of break and start of next break.	CG	18/05/2020	18/05/2020
3.5.7	Ensure all staff are aware that Government advice is 'not to leave site during shifts'	Directors / Managers / Cell Leaders	25/05/2020	19/05/2020
3.5.8	Wall signs & floor marking maintain social distancing in changing areas.	CG	25/05/2020	25/05/2020
3.5.8	Consider how to separate morning & afternoon shifts to reduce crossover. Re-introduce afternoon shift team meeting to carry out handover? - Team meeting re-introduced. Morning shift to clean machines at start and end of shift, afternoon shift to clean machines at end of shift? - Morning shift cleaning at start and end of shift, plus staff changeovers. Afternoon shift cleaning on staff changeovers.	PB	25/05/2020	25/05/2020
3.5.8	Consider numbers of staff leaving at 4:30pm to reduce potential crowding in changing rooms. – Considered and numbers felt low enough for there not to be a problem	PB	25/05/2020	25/05/2020
3.6.1	2m rule suspended during an emergency evacuation	Directors / Managers / Cell Leaders	Ongoing	19/05/2020
3.6.2	Compression only CPR will be administered by First Aiders	First Aiders	25/05/2020	19/05/2020

3.6.2	First Aiders issued with Face Masks, gloves and additional instructions	PB	25/05/2020	18/05/2020
4.1.1	All Visitors to site are required to complete a health questionnaire and temperature check. These are recorded and filed using GDPR protocol. (Prior to this, Visitors were only asked health questions).	PB	04/06/2020	04/06/2020
4.2.1	Add information signs on Social Distancing etc to Reception & Goods In	PB	25/05/2020	25/05/2020
5.2.4	Purchase and use Zapptizer spray in all offices, machines, toilets, kitchens etc	CG	30/05/2020	29/05/2020
5.2.4	First application of Zapptizer spray	CG	5-6/06/2020	06/06/2020
5.2.4	Second application of Zapptizer spray	CG	17/07/2020	17/07/2020
5.2.4	Third application of Zapptizer spray	CG	28/08/2020	28/08/2020
5.2.4	Fourth application of Zapptizer spray	CG	10/10/2020	10/10/2020
5.2.4	Fifth application of Zapptizer spray	CG	20/11/2020	20/11/2020
5.2.4	Sixth application of Zapptizer spray	WT	24/12/2020	24/12/2020
5.2.4	Seventh application of Zapptizer spray	WT	12/02/2021	12/02/2021
5.2.4	Eighth application of Zapptizer spray	WT	26/03/2021	26/03/2021
5.2.4	Ninth application of Zapptizer spray	WT	14/05/2021	14/05/2021
5.2.4	Tenth application of Zapptizer spray	WT	25/06/2021	
5.2.4	Eleventh application of Zapptizer spray	WT	14/08/2021	
5.2.4	Twelfth application of Zapptizer spray	WT	24/09/2021	
5.2.4	Investigate purchase of lint free cloth rolls for use with antibacterial spray.	PB	25/05/2020	25/05/2020
5.3.1	Put up hand washing signs & posters in all toilets & kitchens (x6) plus Reception, Goods In etc.	PB	25/05/2020	25/05/2020
5.3.8	Install paper towels in main toilets	CG	25/05/2020	18/05/2020
5.3.8	Install paper towels in main toilets – replace with wall mounted paper dispensers.	CG	25/05/2020	30/05/2020
5.5.1	Increase cleaning of equipment, tools and vehicles, for example, pallet trucks and forklift trucks before every use.	CG	25/05/2020	25/05/2020
5.5.4	All parts boxes to be cleaned before use. – Increased cleaning achieved.	CG	25/05/2020	30/05/2020
5.5.4	All parts boxes to be cleaned before use. – new cleaning equipment (Neuss) to be brought into use.	CG	30/08/2020	30/08/2020
7.2.2.1	Ensure drivers are aware of social-distancing and cleanliness when delivering / collecting off site.	PB	25/05/2020	25/05/2020
8	Ensure delivery drivers informed of requirements	PB	25/05/2020	Ongoing

Comments: