



Silverson Machines Ltd  
Waterside  
Chesham  
Bucks  
HP5 1PQ  
United Kingdom  
Tel: +44 1494 786331

### **Silverson Machines Ltd. COVID-19 Statement**

As many of Silverson's customers are manufacturing goods that are essential and necessary for people's health and safety, such as vaccines, drugs, sanitiser gels, hygiene products and a wide range of food products, Silverson has been designated an "essential supplier" by a number of national and regional authorities.

We continue to manufacture as normal and our priority is to ensure the continued supply of essential equipment to these companies as well as to safeguard the health and well-being of all our employees.

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Date

Who to contact:  4/6/2020  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647 )

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# **HEALTH & SAFETY RISK ASSESSMENT**



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**This is a Health and Safety Risk Assessment for:**

**COVID19 IN THE WORK PLACE**

**Health and Safety Assessment undertaken by: Vic Parisi**

**Date:14/05/20**

**Review Date:14/05/21**



## **FIVE STEPS TO RISK ASSESSMENT**

### **RISK ASSESSMENT STEP 1 – IDENTIFY THE HAZARDS**

Walk around your workplace and look for what could reasonably be expected to cause harm. Concentrate only on significant hazards, which could result in serious harm or affect several people.

### **RISK ASSESSMENT STEP 2 – DECIDE WHO MIGHT BE HARMED AND HOW**

in addition to staff regularly on the premises consider people who may not be in the workplace all the time. Include members of the public, contractors, or people you share your workplace with, if there is a chance they could be hurt by your activities.

### **RISK ASSESSMENT STEP 3 – EVALUATE THE RISKS AND DECIDE ON PRACTICAL PRECAUTIONS**

if there is a significant hazard that needs to be suitably controlled, decide whether the hazard can be eliminated altogether. If not, control the risks so that harm is unlikely. If your work is varied, or if you or your employees move from one site to another, select the reasonably foreseeable hazards and assess the risks from them.

### **RISK ASSESSMENT STEP 4 – RECORD AND IMPLEMENT YOUR FINDINGS**

what further action is necessary to control the risk? Write down the more significant hazards, record the most important conclusions and most importantly inform your employees about your findings. Give priority to those risks, which affect large numbers of people and/or could result in serious harm.

### **RISK ASSESSMENT STEP 5 – REVIEW YOUR ASSESSMENT**

Changes to the workplace will lead to new hazards. Any significant changes should be added to the assessment to take account of the new hazard. Review your assessment regularly, but don't amend it for every trivial change.

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<p><b>YOUR IMMEDIATE WORK AREA AND SURROUNDING AREAS. Covid19</b></p>	<p>All staff working at Silverson.  By not cleaning your own immediate work space could mean you are harbouring germs? Which could spread to others?</p>	<p>Keeping your own work space clean by using cleaning products supplied by silversons twice a day. (Minimum?)  Once in the morning and again in the afternoon.</p>			4	<p>All cleaning will be monitored by Health &amp; Safety Rep and Line Manager on a regular basis to make sure everyone is doing as required by Silverson.</p>
<p><b>DIRTY HANDS</b></p>	<p>All staff working at Silverson.  Not cleaning your hands will promote the spreading of germs to others.</p>	<p>Hand sanitisers are provided around the work place and toilets with hand cleaning products to help keep your hands as clean as possible. Cleaning your hands on a regular basis with soap and water for at least 20 seconds is recommended. Paper towels will be available and some Hand dryers? Where there are 2 hand dryers side by side 1 will be switched off.</p>			4	<p>Health &amp; Safety Rep and Line Manager will make sure staff are abiding by Silverson policy.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>SOCIAL DISTANCING</b></p> <p><b>NOT KEEPING TO THE 2 METRE RULE</b></p>	<p>All staff working at Silverson.</p> <p>By not keeping to the 2 metre rule could spread the covid-19 and harm others.</p>	<p>All staff are required to keep to the 2 metre rule at all times.</p> <p>2 metre markings will be on the floor to help you keep your distance (where possible?)</p> <p>If it is not possible to keep to the designated 2 metre rule, appropriate ppe must be worn. I.e. cloth face mask and or face shield.</p>			4	<p>In line with government guidance on social distancing, we will ensure the 2 metre rule is being adhered to.</p> <p><b>Social distancing is subject to change by the Government</b></p> <p>Face masks will be available and monitored by management.</p>
		<p>Persons who need face masks and or face shields will be determined by whether you will be under the 2 metre rule? As it is not law to wear PPE in the work place.</p> <p>Where possible there will be screens to help separate staff.</p>				

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<b>TOILETS</b>	<p>All staff working at Silverson.</p> <p>By not keeping to the social distancing guidance of 2 metres, Covid-19 could be spread.</p>	<p>Toilets will now be restricted to one person using the urinal or cubicle at any one time. However, one person will be allowed in the cubicle and one at the wash basin, but please maintain social distancing at all times.</p>			4	<p>The Government guidance on social distancing will be monitored to make sure everyone is complicit.</p>
		<p>Not all toilets have the same lay out so. Staff are aware of this and social distancing to be in place at all times.</p> <p>Washing of hands at all times after being in the toilet.</p> <p>Nail brushes will now be taken away from the toilets, to stop the sharing. Staff can ask for their own personal nail brush.</p>				<p>Ask a member of the cleaning team for nail brush.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>COFFEE MACHINES AND WATER DISPENSERS</b>	<p>All staff working at Silverson.</p> <p>The handling of cups could spread germs to others.</p>	<p>Do not get drinks for other people.</p> <p>There will be no water cups but cups in the drinks machine will still be available.</p> <p>To prevent spreading off germs you must use your own cup, mug or water bottle.</p>			4	This will be monitored by Health & Safety Rep and the Line Manager.
<b>FORKLIFTS</b>	<p>Persons who use the forklift.</p> <p>Touching of the handles and steering wheel can spread germs.</p>	<p>Forklifts should be cleaned after every use with sanitiser wipes.</p> <p>Sanitiser wipe dispenser is attached to each forklift.</p>			4	This will be monitored by Health & Safety Rep and the Line Manager.



Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<p><b>DELIVERY DRIVERS</b></p>	<p>Staff working at silverson.</p> <p>Delivery drivers have potential to spread covid19 to silverson staff.</p>	<p>Delivery drivers are requested to leave the parcels at the entrance of dispatch.</p> <p>Delivery notes to be signed. Maintaining social distancing at all times.</p> <p>Delivery drivers are not permitted to enter the building, but in case they do need to use the toilet for example, they will be asked to use the hand sanitiser before entering the building and depart as quickly as possible.</p>			<p>4</p>	<p>This will be monitored by Health &amp; safety Rep and relevant Line Manager and Despatch.</p>
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Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>SUB-CONTRACTORS</b>	<p>Sub-contractor and silverson staff.</p> <p>Sub-contractor could bring in the covid19 virus and infect silverson staff.</p>	<p>Sub-contractor should work on their own and be keeping to the 2 metre rule at all times</p> <p>They should supply their own ppe. i.e. gloves, masks and any other ppe to keep them safe.</p> <p>They will be asked to wash their hands before they start work.</p> <p>They will be asked to sign the visitor's book before they start work, to ensure Silverson can keep a record of who has been on our premises.</p>			4	<p>This will be monitored by health &amp; Safety Rep, Line manager and Maintenance Team.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>LIMITING MOVEMENT AROUND SILVERSONS</b></p> <p><b>INTRODUCING MORE ONE-WAY FLOW THROUGH BUILDINGS</b></p>	<p>All staff working at Silverson.</p> <p>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones and emails.</p>	<p>Limiting movement around the silverson work place will help keep everyone safe</p> <p>Staff have already been instructed to minimize non-essential trips within buildings and sites.</p> <p>Also encouraged to use telephones or send emails if possible?</p> <p>Due to the layout this is not feasible.</p>			4	<p>This will be monitored by Health &amp; Safety Rep and Line Manager.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<p><b>CANTEEN AREA</b></p>	<p>All staff working at Silverson</p> <p>By not keeping to the two metre rule and not cleaning the appliances, the virus could potentially spread.</p>	<p>All appliances to be spread around canteen or to another room to help keep to the 2 metre social distance.</p> <p>Making sure that staff that use the canteen always clean up after themselves, to ensure a clean environment for the next person.</p>			<p>4</p>	<p>This will be monitored by Health &amp; Safety Rep and Line Manager.</p>
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Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>WHO SHOULD GO TO WORK</b>	<p>Considering who is essential to be on site. For example, office staff should work from home if at all possible.</p> <p>Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</p> <p>Keeping in touch with off-site with off-site workers on their working arrangements including their welfare, mental and</p>	<p>Employees who were able to work from home did so as from 23 March 2020.</p> <p>Regular contact is made with all the staff working from home so they stay connected and in touch with the rest of the work force.</p> <p>Regular contact is made to ensure they are both physically and mentally well.</p>			4	This will be monitored by Matt Smith.

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<p><b>WHO SHOULD GO TO WORK</b></p>	<p>Physical health and personal security.</p> <p>Providing equipment for staff to work from home safely and effectively, for example remote access to work systems</p> <p>See current guidance for people who have symptoms and those who live with others who have symptoms.</p>	<p>Laptops have been provided to everyone working from home.</p> <p>If any member of staff is living with someone who is showing symptoms of Covid-19 the they have to self-isolate for 14 days</p>			<p>4</p>	<p>This will be monitored by Mr M Smith.</p>
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Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>PROVIDING HANDWASHING FACILITIES, OR HAND SANITISER WHERE NOT POSSIBLE, AT ENTRY AND EXIT POINTS.</b></p>	<p>All staff working at Silverson.</p>	<p>Most entry and exit points have hand sanitiser fitted as from early February 2020, more are and will be fitted in other areas that did not have sanitisers.</p>			4	<p>This is monitored by Maintenance Team.</p>
<p><b>PROVIDING ALTERNATIVES TO TOUCH-BASED SECURITY DEVICES SUCH AS KEYPADS.</b></p>	<p>All staff working at Silverson.</p>	<p>All key pads will be deactivated during working day wherever possible with the exception of the side door on the main factory, which needs to be kept locked for security reasons, however, there are many other entry and exit points that staff can use as an alternative.</p>			4	



Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>WORKPLACES AND WORKSTATIONS.</b></p> <p><b>USING FLOOR TAPE TO MARK AREAS TO HELP WORKERS KEEP TO THE 2 METRE DISTANCE.</b></p>	<p>All staff working at Silverson.</p> <p>Reviewing layouts, line set ups or processes to allow people to work further apart from each other.</p>	<p>A full review was carried out. With the exception of certain areas, all staff are able to keep at least 2 metres apart, in some areas ppe and screens will be supplied.</p> <p>Additional floor signage to be deployed.</p>			4	<p>This will be monitored by Health &amp; Safety Rep, Line Manager and Management.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>USING A CONSISTENT PAIRING SYSTEM IF PEOPLE HAVE TO WORK IN CLOSE PROXIMITY, FOR EXAMPLE, DURING TWO PERSON WORKING, LIFTING OR MAINTENANCE ACTIVITIES THAT CANNOT BE REDESIGNED.</b></p>	<p>Staff who work in the same area could spread germs.</p>	<p>When necessary where PPE.  Additionally, work side by side or back to back and not front facing each other, this will minimise any passing of germs.</p>			4	<p>This will be monitored by Health &amp; safety Rep, line Manager and Management.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>MEETINGS</b>	<p>All staff working at Silverson.</p> <p>Using remote working tool to avoid in-person meetings.</p> <p>Only necessary participants should attend meetings and should maintain 2 metre separation throughout.</p> <p>Avoiding transmission during meetings, for example, from sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms.</p>	<p>Silversons is now sensibly using zoom and Microsoft Teams to avoid face-to-face meetings.</p> <p>Where meetings are required, they are held outside or in a well-ventilated area and a minimum 2-metre separation is always ensured.</p> <p>Everyone in the company has been warned not to share such objects.</p> <p>Hand sanitiser is always available.</p>			4	<p>This will be monitored by Management and Health &amp; Safety Rep.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>MEETINGS</b>	For areas where regular meetings take place, using floor signage to help people maintain social distancing.	There are signs advising staff about keeping a 2 metre minimum distance but additional signage will be put up including tape/signs on the floor to ensure staff keep a minimum of 2 metres apart when entering/departing the building.			4	This will be monitored by Management and Health & Safety Rep.
<b>MOVING AROUND BUILDINGS, WORK PLACE AND REDUCING JOB AND EQUIPMENT ROTATION.</b>	<p>All staff working at Silverson.</p> <p>Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, where permitted, and cleaning them between use.</p>	This is still required in a very limited form, however, where it is necessary the company will ensure full thorough cleaning of any equipment or machines before rotation takes place.			4	This will be monitored by Management, Line Manager and Health & Safety Rep.

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>COMMON AREAS</b>	All staff working at Silverson.	Staggering break times was discussed but as most employees eat at their work place it was decided it was actually safer for them to carry on as before.			4	This will be monitored by health & Safety Rep, Line Manager and Management.
	Staggering break times to reduce pressure on break rooms or places to eat.	There is a large safe area available for breaks.			4	
	Using safe outside areas for breaks.	Visitors to reception area are limited and discouraged but a 2 metre demarcation line will be installed in the reception area.			4	
	Using protective screening for staff in reception or similar areas.	Items such as microwaves in the canteen and the apprentice training centre will be moved to be at least 2 metres apart in order to reduce face-to-face interactions.			4	
	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.					

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>COMMON AREAS</b>	<p>Encouraging staff to stay on-site during working hours.</p> <p>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.</p>	<p>The vast majority of staff already stays on site during working hours.</p> <p>A detailed discussion was carried out and it was decided that in the men's toilets, the number of people using the urinal at one time should be restricted to one person and staff will be informed as such.</p> <p>Other staff toilets will be told to keep a safe distance where possible or wait until a person currently in the toilet has left.</p>			4	<p>This will be monitored by Health &amp; Safety Rep, Line Manager and Management.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>MANAGE CONTACTS</b>	<p>All staff working at Silverson.</p> <p>Encouraging visits via remote connection or remote working for visitors where this is an option.</p> <p>Limiting the number of visitors at any one time.</p>	<p>Outside visitors are not encouraged to visit the works at the present time.</p> <p>See above.</p>			4	<p>This will be monitored by health &amp; safety rep, line manager and management.</p>
	<p>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.</p>	<p>Only essential contractors are allowed to visit at the current time. They are asked to bring their own PPE equipment and ensure that they use hand sanitiser and wash their hands thoroughly before they enter the building.</p>			4	

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<b>MANAGE CONTACTS</b>	Maintaining a record of all visitors, if this is practical.	The company will start to maintain a record of all visitors entering the building. One will be in reception area and one will be in the works area.			4	This will be monitored by Health & Safety Rep, Line Manager and Management.
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Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>PROVIDING AND EXPLAINING AVAILABLE GUIDANCE.</b>	<p>All staff working at Silverson.</p> <p>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.</p>	<p>Additional signage will be put up.</p>			4	<p>This will be monitored by Health &amp; Safety Rep, Line Manager and Management.</p>
	<p>Establishing host responsibilities relating to Covid-19, providing any necessary training for people who act as hosts for visitors.</p>	<p>All hosts are aware of their responsibility.</p>			4	

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<b>BEFORE REOPENING.</b>	<p>All staff working at Silverson.</p> <p>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.</p> <p>Most air conditioning systems do not need adjustment; however where systems serve multiple buildings or you are unsure, advise should be sought from heating ventilation and air conditioning (HVAC) engineers or advisers.</p>	<p>Air condition units can run at the normal working hours and at the recommended temperature of between 21c – 23c. Window airing is the only way to boost air exchange rates. Could open windows for 15mins per day.</p> <p>Roof extractors will run during the work shift times, again to promote good air circulation.</p>			4	This will be monitored by Health & Safety Rep and Management.

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>KEEPING THE WORKPLACE CLEAN.</b></p>	<p>All staff working at Silverson.</p> <p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there is adequate arrangements.</p> <p>Cleaning workspaces and removing waste and belongings from the work area at the end of the shift.</p>	<p>We have already implemented enhanced cleaning on the 23 march 2020 and will continue to monitor this to ensure it is carried out correctly.</p> <p>Door handles are already cleaned frequently.</p> <p>Additional cleaning will take place on pump trolley handles.</p> <p>Everyone is required to clear their workspaces at the end of the shift.</p>			4	<p>This will be monitored by Health &amp; Safety rep, Line manager and Management.</p>

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	

<p><b>KEEPING THE WORKPLACE CLEAN.</b></p>	<p>If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.</p> <p>Regular cleaning of company vehicles.</p>	<p>The specific guidance has been read and understood.</p> <p>There is only one company van which is shared by multiple drivers and we will ensure enhanced cleaning of this on a regular basis.</p> <p>It is unusual for more than one person to be travelling in the company van at one time</p>			<p>4</p>	<p>This will be monitored by Health &amp; Safety Rep, Line Manager and Management.</p>
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Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>HYGIENE.</b></p> <p><b>Handwashing, sanitisation facilities and toilets.</b></p>	<p>All staff working at Silverson.</p> <p>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 tissue is not available.</p>	<p>Additional signage will be put up.</p>			4	<p>This will be monitored by Health &amp; Safety Rep, Line Manager and Management.</p>
<p><b>WORK RELATED TRAVEL.</b></p>	<p>Minimising non-essential travel – consider remote options.</p>	<p>Currently there is no travel taking place.</p>				

Hazards	Who Might Be Harmed and How	Existing Controls - What Is In Place Already	Risk Rating Likelihood x Severity			Further Action Required
			H	M	L	
<p><b>COMMUNICATIONS AND TRAINING.</b></p> <p><b>Returning to work.</b></p>	<p>All staff working at Silverson.</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with workers and worker representatives through existing communications routes to explain and agree any changes in working arrangements.</p>	<p>Notices put up where relevant. Line Manager to assist in ensuring employees understands new ways of working.</p> <p>Where necessary meetings will be held to explain new working arrangements.</p>			4	<p>This will be monitored by Management.</p>



# Action Plan

Review the above risk assessment and action any items listed in the further controls column accordingly.

Action	To Be Carried Out by	Target Date	Date Completed
<b>Work areas to be monitored by Health &amp; Safety Reps, Line Manager and Management throughout the day and ensure they remain clean and tidy and correct ppe as identified above is being used.</b>	<b>Vic Parisi</b>	<b>On-going</b>	<b>On-going</b> <b>All of the above is subject to change by the government.</b>
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<b>Vic Parisi</b>	<b>On-going</b>	<b>On-going</b>



## Matrix for determining risk levels

In determining the level of risk the following calculation was used:

**LIKELIHOOD OF ILLNESS x SEVERITY OF ILLNESS**

VERY LIKELY	= 5	FATAL ILLNESS	= 5
LIKELY	= 4	HOSPITALIZED DUE TO ILLNESS	= 4
POSSIBLE	= 3	ON MEDICATION DUE TO ILLNESS	= 3
UNLIKELY	= 2	OFF WORK DUE TO ILLNESS	= 2
VERY UNLIKELY	= 1	NON-TREATMENT	= 1

### RISK RANKING MATRIX

		SEVERITY				
		5.	4.	3.	2.	1
LIKELIHOOD	5.	25	20	15	10	5
	4.	20	16	12	8	4
	3.	15	12	9	6	3
	2.	10	8	6	4	2
	1.	5	4	3	2	1

### LEVEL OF RISK

- **15 to 25 = HIGH RISK (H)**  
STOP TASK - SEEK ADVICE – DETERMINE A SAFER SYSTEM OF WORK / HAZARD CONTROL
  
- **6 to 12 = MEDIUM RISK (M)**  
ASCERTAIN IF FURTHER CONTROLS ARE PRACTICABLE WHEREVER POSSIBLE
  
- **1 to 5 = LOW RISK (L)**  
SUITABLY SAFE PREMISES / AREA / EQUIPMENT

**HEALTH AND SAFETY**  
**WORKING SAFELY DURING CORONAVIRUS (COVID19)**  
**4 JUNE 2020**

Reference to the document published by HM Government Working Safely during Covid19 in Factories, Plants, Warehouses and Offices.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

## **2. Who Should Go To Work?**

**Considering who is essential to be on site; for example, office staff should work from home if at all possible.**

**Compliant.** Employees who were able to work at home did so as from 23 March 2020.

**Planning for the minimum number of people needed on site to operate safely and effectively.**

**Compliant.**

**Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.**

**Compliant.** Regular contact is made with all staff working from home so they stay connected and in touch with the rest of the work force.

**Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.**

**Compliant.** Regular contact is made to ensure they are both physically and mental well.

**Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.**

**Compliant.** Laptops have been provided to everyone working from home.

**Providing support for workers around mental health and wellbeing. This could include advice or telephone support.**

**Compliant.**

**See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.**

**Compliant.** An assessment was carried out and we do not currently have anybody classified as clinically extremely vulnerable in the workforce.

**Enabling workers to work from home while self-isolating if appropriate.**

**Compliant.**

**See current guidance for employees and employers relating to statutory sick pay due to COVID-19.**

**Compliant.**

**See current guidance for people who have symptoms and those who live with others who have symptoms.**

**Compliant.** If any member of staff is living with someone who is showing symptoms of Covid19 then they must self-isolate for 14 days.

## **2.3 Equality in the Workplace**

**Compliant.** Read and Understood

### **3.1 Coming to Work and Leaving Work**

**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**

**Compliant.** As from 23 March 2020, this had already been implemented allowing many member of staff to work a 40-hour, 4-day week so that they did not have to come into work on a Friday. This ensured that their starting and finishing times on the days of work (Monday to Thursday) were different from the rest of staff in order to reduce crowding.

**Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.**

**Compliant.** The company has ample facilities.

**Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.**

Not applicable.

**Reducing congestion, for example, by having more entry points to the workplace.**

**Compliant.** The workplace already has several entrances.

**Using markings and introducing one-way flow at entry and exit points.**

This was considered but is not practical.

**Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.**

**Compliant.**

**Providing alternatives to touch-based security devices such as keypads.**

**Compliant.** All wall key pads are deactivated during the working day wherever possible with the exception of the side door on the main factory, which needs to be kept locked for security reasons. However, there are many other entry and exit points that staff can use as an alternative.

**Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.**

Not applicable.

### **3.2 Moving Around Buildings and Worksites**

**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.**

**Compliant.** Staff have already been instructed to minimize non-essential trips within buildings and sites. They are also encouraged to use telephone conferencing whenever possible.

**Reducing job and equipment rotation.**

**Compliant.** This is still required in a very limited form. However, where it is necessary the company will ensure full thorough cleaning of any equipment before and after rotation takes place.

**Introducing more one-way flow through buildings.**

Due to the building layout this is not practical.

**Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.**

Not applicable.

**Making sure that people with disabilities are able to access lifts.**

Not applicable.

**Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses.**

Not applicable

**Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.**

Not applicable.

**3.3 Workplaces and Workstations**

**Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.**

**Compliant.** All staff are able to keep a minimum of 2 metres apart with the exception of 2 or 3 operators in the CNC building. PPE and screens supplied for the 2-3 operators in the CNC building.

**Using floor tape or paint to mark areas to help workers keep to a 2m distance.**

**Compliant.** Floor signage in place.

**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.**

**Compliant.**

**Only where it is not possible to move workstations further apart, installing screens to separate people from one another.**

**Compliant.**

**Using a consistent pairing system if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned.**

Has been noted and the works will adhere to this.

**3.4 Meetings**

**Using remote working tools to avoid in-person meetings.**

**Compliant.** The company is now frequently using Zoom and Microsoft Teams to avoid face-to-face meetings.

**Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.**

**Compliant.** Where meetings are required, they are held outside or in a well-ventilated area and a minimum 2-metre separation is always ensured.

**Avoiding transmission during meetings, for example, from sharing pens and other objects.**

**Compliant.** Everyone in the company has been warned not to share such objects.

**Providing hand sanitiser in meeting rooms.**

**Compliant.**

**Holding meetings outdoors or in well-ventilated rooms whenever possible.**

**Compliant.**

**For areas where regular meetings take place, using floor signage to help people maintain social distancing.**

**Compliant.**

### **3.5 Common Areas**

**Staggering break times to reduce pressure on break rooms or places to eat.**

Staggering break times was discussed but as most employees eat at their work place it was decided it was actually safer for them to carry on as before.

**Using safe outside areas for breaks.**

**Compliant.** There is a large safe area available for breaks.

**Creating additional space by using other parts of the worksite or building that have been freed up by remote working.**

Not possible.

**Using protective screening for staff in receptions or similar areas.**

**Compliant.** Visitors to reception area is limited and discouraged but a 2-metre demarcation line has been installed.

**Providing packaged meals or similar to avoid opening staff canteens, where possible.**

Not applicable.

**Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.**

**Compliant.**

**Encouraging staff to stay on-site during working hours.**

**Compliant.** The majority of staff already stay on site during working hours.

**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.**

**Compliant.**

### **4.1 Manage Contacts**

**Encouraging visits via remote connection or remote working for visitors where this is an option.**

**Compliant.** Outside visitors are not encouraged to visit the works at the present time.

**Limiting the number of visitors at any one time.**

**Compliant.** See above.

**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.**

**Compliant.** Only essential contractors are allowed to visit at the current time. They are asked to bring their own PPE equipment and ensure that they use hand sanitiser and wash their hands thoroughly before they enter the building.

**Maintaining a record of all visitors, if this is practical.**

**Compliant.**

#### **4.2 Providing and Explaining Available Guidance**

**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.**

**Compliant.**

**Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.**

**Compliant.** Any hosts are aware of their responsibility.

**Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.**

**Compliant.**

**Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.**

Not applicable.

#### **5.1 Before Reopening**

**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.**

**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.**

**Compliant.** Air conditioning specialists contacted and their advice has been implemented.

#### **5.2 Keeping the Workplace Clean**

**Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.**

**Compliant.** We have already implemented enhanced cleaning on 23 March 2020 and will continue to monitor this to ensure it is carried out correctly

**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.**

**Compliant.** Door handles cleaned frequently. Additional cleaning will take place on pump handles.

**Clearing workspaces and removing waste and belongings from the work area at the end of a shift.**

**Compliant.** Everyone is required to clear their workspaces at the end of the shift.

**If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.**

**Compliant.** The specific guidance has been read and understood.

### **5.3 Hygiene – Handwashing, Sanitation Facilities and Toilets**

**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.**

**Compliant.** Signage put up.

**Providing regular reminders and signage to maintain hygiene standards.**

**Compliant.** Signage put up.

**Providing hand sanitiser in multiple locations in addition to washrooms.**

**Compliant.**

**Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.**

**Compliant.** There is a limit to one person at a time for urinals. For other toilets staff are told to keep a safe distance where possible or wait until a person currently in the toilets has left.

**Enhancing cleaning for busy areas.**

**Compliant.**

**Special care should be taken for cleaning of portable toilets.**

Not applicable.

**Providing more waste facilities and more frequent rubbish collection.**

This was discussed and it was decided it was not required.

**Providing hand drying facilities – either paper towels or electric dryers.**

**Compliant.** Paper towels in addition to existing electric dryers.

### **5.4 Changing Rooms and Showers**

Not applicable

### **5.5 Handling Goods, Merchandise and Other Materials, and Onsite Vehicles**

**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.**

**Compliant.** Forklift trucks are regularly cleaned by their operators. Additional emphasis is now given to pallet trucks.

**Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.**

**Compliant.**

**Regular cleaning of vehicles that workers may take home.**

**Compliant.** No workers take vehicles home, but they do share one vehicle being the company van. We will ensure enhanced cleaning of this on a regular basis.

**Regular cleaning of reusable delivery boxes.**

Not applicable.

**7.2 Work Related Travel**

**Minimising non-essential travel – consider remote options first.**

**Compliant.** Currently there is no travel taking place.

**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.**

**Compliant.** It is unusual for more than one person to be travelling in the company vehicle at one time.

**Cleaning shared vehicles between shifts or on handover.**

**Compliant.** Enhanced cleaning is carried out.

**Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation**

**Compliant.** Currently no workers are required to stay overnight.

**7.3 Communications and Training**

**Returning to work**

**Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.**

**Compliant.** Notices put up where relevant. Line Manager to assist in ensuring employees understand new ways of working.

**Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.**

**Compliant.** Meetings will be held to explain new working arrangements.

**Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.**

**Compliant.** Any employees working off site will be informed of new working procedures on their return.

**Ongoing communications and signage**

**Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.**

Understood.

**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).**

Understood.



**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.**

**Compliant.** Signs will be in English because there are no employees who do not clearly understand English.

**Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.**

Understood.

**Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.**

Understood.

## **8. Inbound and Outbound Goods**

**Revising pick-up and drop-off collection points, procedures, signage and markings.**

Not possible. See below.

**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.**

**Compliant.** Delivery drivers are not allowed to enter the building without permission.

**Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles.**

This has been considered but this is not practical with the way the company works. Single workers load/unload vehicles whenever possible.

**Where possible, using the same pairs of people for loads where more than one is needed.**

**Compliant.**

**Enabling drivers to access welfare facilities when required, consistent with other guidance.**

**Compliant.** Drivers are allowed to access welfare facilities such as toilets providing they hand sanitise prior to entering the building.

**Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.**

**Noted.**