

Site COVID-19 Risk Assessment

Organisation name: Servomex
Date of assessment: 15th May 2020
Updated: 7th September 2020
Scope of risk assessment: UKTC

Hazard category and hazard	Who might be harmed and how?	What are you already doing?	What further controls/actions are required?	Timescales for further actions to be completed (within ...)	Responsible person's job title
Exposure from others resulting in spread and contraction of Covid-19 Coronavirus on site	Staff	Work from home instruction for all staff that can perform their role from home. Supported with IT equipment where required to reduce volume of staff in the office at any one time.	Distribute HSE DSE guidelines – incorporate in home working policy.	Complete	PG/HR
	Anyone else, who physically comes in contact with the business.	Monitoring the wellbeing of people who are working from home. Managers keeping in touch and helping them to stay connected with colleagues. Regular reminders on mental health support available – MHFAs, EAP, links to mental health resources.	Issue refresher on home working policy and office equipment.	Complete	HR
	How?	Spilt shift system deployed to reduce number of staff on site at any-one time enabling social distancing measures (2m 6.5ft).	Building resilience workshops to be reviewed and rolled out again to managers and employees.	Complete	HR
	a). By coming into direct contact with respiratory droplets generated by coughing and sneezing, and/or through contact with contaminated surfaces. These are identified as the predominant modes of transmission of COVID-19.	Staff to remain on fixed shift team to reduce social interaction and limit the number of people each person has contact with – fixed teams.	Enhance clean down process between shifts – contract cleaner now on site 2 hours/day cleaning high traffic surfaces.	Complete	Site Leader/PG
	b). By coming into close		Individuals to complete clean down of work area at start and end of shift/working day across the site: <ul style="list-style-type: none"> • Clean room • Analysers • Good in/out • Meeting rooms 	Complete	PG
				In place In place In place In place	

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	<p>contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>b). Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Limited face to face interactions – side by side and where necessary additional screens deployed between workstations in the clean room.</p> <p>Time gap between shifts to enable social distancing during changeover.</p> <p>No visitor clean room coats – individual coats issued.</p> <p>Cleaner contract maintained with additional clean down of work area between shifts and additional instances of removal of waste/rubbish from toilets.</p> <p>Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, reception area using appropriate cleaning products and methods.</p> <p>Social distancing to be maintained during break times in rest room, no congregation of staff in rest areas. Staff requested to respect social distancing measures. Breaks being staggered.</p> <p>Social distancing to be maintained in smoking shelter.</p>	<ul style="list-style-type: none"> • Canteen • Ground floor desks • First floor desks • Laboratories <p>More cleaning wipes hand sanitisers etc. to be made available in canteen area. Advice notes on handwashing and hygiene to be displayed around the building.</p> <p>Stand up review to be completed on use of alcohol based wipes/sanitiser and the use of oxygen. Change to non-alcohol wipes/sanitiser in gas use areas.</p> <p>Deploy non-alcohol based sanitiser/wipes where gases are in use (labs/production calibration rooms, clean room, production lines)</p> <p>One-way system for movement to canteen area and also for movement out of canteen area. Consider knock on effect in other areas and mitigate – consider up/down priority stairwells. Signage/floor markings to be added.</p> <p>Review options to improve separation between vending</p>	<p>In place In place In place In place</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>PG</p> <p>PG</p> <p>PG</p> <p>PG/NB</p> <p>PG/NB</p>

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		<p>Encouragement of handwashing/use of sanitiser at start and end of shifts and break times for 20 seconds or more. Use of handtowels to dry hands, preferable over air dryers. Advice notes already circulated.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Local areas away from washrooms supported with hand sanitisers throughout business.</p> <p>Staff to respect social distancing requirements when entering and exiting the building and when travelling to work. Advised to avoid public transport.</p> <p>Staff reminded not to attend work if they are unwell or if any other member of the household is self-isolating. Guidance on self-referral for COVID-19 testing issued.</p> <p>Face mask PPE available if requested (surgical type only). Not seen necessary for mandatory wearing of PPE as it is deemed that the role of PPE in providing additional</p>	<p>machines – completed, 2m gap now created</p> <p>Encourage outside seating area to be used during break times to reduce pressure in canteen area. Cover in presentation.</p> <p>Distancing signage to be added to smoking shelter.</p> <p>Picnic tables to be moved further apart where reasonably practical.</p> <p>Define meeting room restrictions regarding maximum number of persons at any one time and label meeting room accordingly. Remove excess chairs.</p> <p>Designate car park areas in line with shift system. Suggest lower car park for first shift and top car park for second shift. Confirm with communication/presentation.</p> <p>Review first floor desk arrangements in line with maintaining 2m distance, move people further apart where needed, consider feasibility of back to back and/or side to side working. If 2m cannot be maintained implement screens/barriers between</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Review complete</p>	<p>PG/NB</p> <p>PG/NB</p> <p>PG</p> <p>DC/NB/PG</p> <p>NB/Site Services</p> <p>NB/Site Services</p>

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		<p>protection is extremely limited and work at Servomex does not constitute a clinical setting.</p> <p>IR temperature scanning equipment available to monitor staff as required.</p> <p>Regular updates to staff on current advice.</p> <p>Weekly local area inspections including consideration for COVID-19 control.</p>	<p>desks/working areas. Consider based on current and potential future occupancy levels to avoid future redesign and identify maximum capacity on first floor.</p> <p>2m distancing not possible to achieve in all areas on first floor, additional screening to be ordered and fitted where needed on the first floor.</p> <p>Enhance the screening implemented as necessity dictates or occupancy increases. Continue to review other areas where 2m distancing cannot be achieved and manage occupancy.</p> <p>Full face visors purchased for use for training new employees in the clean room.</p> <p>Order protective screen for reception area and fit.</p> <p>Signage to be added to reception limiting number of people in reception area to one at a time.</p> <p>Floor markings also to be added to indicate 2m distance from reception.</p>	<p>Screening now received and fitting completed in higher density areas.</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>NB/Site Services</p> <p>NB/Site Services</p> <p>PG/NB</p> <p>NB/Site Services</p> <p>NB/Site Services</p> <p>NB / Site Services</p>

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			<p>Pool car and van use to be limited to Site Services and PG only, unless approved by Site Leader.</p> <p>Ensure pool car / van COVID-19 clean down at end of each working day when have been in use. Focus on high traffic surfaces including, steering wheel, touch screens, gear knob, door handles, door levers.</p> <p>Cycle to work scheme to be relaunched to offer those who want to take it up an alternative means of travel to and from the site.</p> <p>Communicate no more hot desking once 2m distancing in place across the site – include in presentation to staff.</p> <p>Ongoing review of shift times and configuration of shifts (i.e. based on product line) in production.</p> <p>Introduce weekly COVID-19 Gemba walk to ensure standards implemented are being maintained and adhered to.</p> <p>Gemba walk checklist to be created.</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p>	<p>NB / Site Services</p> <p>NB/Site Services</p> <p>HR</p> <p>PG/HR</p> <p>NB/L1s</p> <p>NB/PG</p> <p>PG</p>

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			<p>Specific/high density areas to have two metre floor markings added.</p> <p>Further detailed assessment to be completed on whether temperature screening should be made mandatory for all employees/workers attending the site.</p> <p>Installation and guidance to be confirmed once equipment arrives on site.</p> <p>Employees who are required to attend appointments at a hospital to avoid attendance at site and work from home where possible and/or maintain strict 2m social distancing for the 7 day period following the appointment.</p> <p>In order to open shower facilities in the site AP is to be appointed the shower room owner. He will establish a clean down protocol, with accompanying sign-off sheet. Any persons wishing to use the shower need to be approved by either AP, NB or PG.</p> <p>Hand sanitisation to be mandated after each staircase use so that holding the hand rail is still practiced</p>	<p>Complete</p> <p>Decision made to implement. PO raised ready for implementation.</p> <p>As equipment available</p> <p>Ongoing</p> <p>Complete</p> <p>Sanitiser now delivered, to be deployed and</p>	<p>PG/NB</p> <p>DC/Coronavirus Steering Team</p> <p>PG/Site Services/IT</p> <p>Managers/Team Leaders/Line Leaders</p> <p>AP/NB/PG</p> <p>NB</p>

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			<p>to prevent slip/trip hazard when using stairs.</p> <p>Implement clean desk policy – initial engagement with managers followed by communication to employees.</p> <p>Additional personnel identified to complete regular checks on and replenish stocks of sanitiser and wipes around the site.</p> <p>Additional signage required for reception area – meeting room, drinks dispenser and umbrellas. Additional wipes also in place.</p> <p>Additional signage required on maximum capacity for lift.</p> <p>Additional signage required on maximum capacity for service area and ground floor laboratories.</p> <p>Shared pens to be removed from visual management boards. Individuals to be issued pens for personal use only – order required.</p>	<p>then instruction issued.</p> <p>Communication issued to managers. Follow up needed to deploy to employees.</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>NB</p> <p>NB</p> <p>CM</p> <p>CM</p> <p>PG</p> <p>NB</p>

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			<p>Additional sanitiser to be deployed in all production and lab areas. Employees required to use sanitiser before entering in order to stop any risks from tool sharing.</p> <p>Additional wipes/sanitiser to be deployed at photocopiers for wiping down before/after use.</p> <p>Sanitiser stations to be introduced in analysers in place of sanitiser at the end of each line. Consider other areas.</p> <p>General review of screening in clean room to assess and update temporary screening and any gaps in clean room.</p> <p>Some tables in canteen area and meeting rooms/offices still need maximum capacity numbers added.</p> <p>Any employees who have been absent for greater than 10 calendar days to complete return to work meeting with their manager to review</p>	<p>Complete</p> <p>Complete</p> <p>Local areas being reviewed during next Gemba walk.</p> <p>Complete but keep under review pending any line or equipment moves and modifications, or increase in numbers.</p> <p>Complete</p> <p>By 8th September.</p>	<p>NB/PG</p> <p>PG/Site Services</p> <p>NB</p> <p>NB</p> <p>PG</p> <p>NB</p>

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			<p>any changes to work area and/or working practices. Note to be issued to managers.</p> <p>Complete review of government guidelines and presentation for any updates required.</p> <p>Consider fire evacuation procedure, in particular return of employees to the site after the all clear has been given to ensure social distancing requirements are maintained and observed. Phased return to the office to be used in all future occurrences – starting with production (assembly point 7) through to assembly point 1 in descending order.</p>	<p>Complete</p> <p>Ongoing</p>	<p>VH</p> <p>PG</p>
<p>Exposure from others resulting in spread and contraction of Covid-19 Coronavirus</p> <p>Vulnerable groups</p>	<p>Vulnerable groups:</p> <ul style="list-style-type: none"> • Elderly • Pregnant/nursing workers • Workers with existing or underlying medical conditions <p>How?</p> <p>a). Any of the above coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p>	<p>Confirmed expectant mothers now isolated at home and working from home only if reasonably practicable, consider on a case by case basis through this risk assessment any not able to work from home.</p> <p>Staff identified with existing or underlying medical condition to remain at home and work only if reasonably practicable. Examples of existing medical conditions include undergoing cancer treatment, immunotherapy treatments, COPD, severe asthma.</p>	<p>Review homeworking arrangements for vulnerable staff – only desk based employees to work from home and required to follow new policy.</p> <p>If any requests received from vulnerable employees capable of working from home to return to work, medical advice to be sought and individual risk assessment to be carried out prior to making any determination on whether employee can return to work.</p>	<p>Complete</p> <p>As needed</p>	<p>PG/HR</p> <p>PG/HR</p>

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	b). Being advised by a public health agency that contact with a diagnosed case has occurred.	<p>Staff who have been identified as being in a vulnerable group or who are living with a vulnerable, or self-isolating group to have the option to stay at home and work only if reasonably practicable.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>If any requests received from vulnerable employees unable to work from home, to return to work or remain at work, medical advice to be sought and individual risk assessment to be carried out prior to making any determination on whether employee can return to work.</p> <p>All requests to be considered in light of the Staying COVID-19 Secure in 2020 guidelines.</p> <p>HR to complete initial assessment of all shielding employees who may wish to return to work on 1st August 2020 in line with current Government advice. VH then to work with managers to complete individual risk assessments as required.</p> <p>Template risk assessments to be prepared for office and production areas which can then be completed with specifics for the assessment of any returning employees.</p>	<p>As needed</p> <p>As needed</p> <p>Complete</p> <p>Complete</p>	<p>PG/HR</p> <p>PG/HR</p> <p>HR/VH/managers</p> <p>VH</p>
Exposure from others resulting in spread and contraction of	<p>Visitors</p> <p>Cleaners</p> <p>Contractors</p>	Only key contractors to have access to site including cleaners and those required to maintain safe working operation.	Initiate daily check for cleaners to verify they are COVID-19 symptom free and consent to temperature check. Further work to be completed on logistics of temperature checking.	Complete	NB/Site Services

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<p>Covid-19 Coronavirus</p> <p>Visitors / contractors</p>	<p>Delivery drivers</p> <p>How?</p> <p>a). Any of the above coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>b). Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>All contractor access to be approved by President.</p> <p>Visitors requiring access to site must sign to agree to COVID-19 site controls and have IR temperature scan taken. Delivery drivers to have limited access to site. IR temperature scanning equipment available with material controllers.</p>	<p>Review visitor signing in process to avoid pen sharing and consent to temperature check. Further work to be completed on logistics of temperature checking. Ensure visitor documentation completed and provided prior to attendance at site. Receptionist to complete sign in process. Post box to be used to deposit visitor passes.</p> <p>Hygiene guidance displayed in reception at other entry points and across the site.</p>	<p>Complete</p> <p>Complete</p>	<p>NB/Site Services/PG</p> <p>PG</p>
<p>Exposure from others resulting in spread and contraction of Covid-19 Coronavirus</p> <p>Travel air and vehicle</p>	<p>Staff required to travel to fulfill job role (including visiting customer sites)</p> <p>How?</p> <p>a). Any of the above coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>b). Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Overseas travel bans in place, in line with national directives.</p> <p>Only critical field service work to be conducted.</p> <p>Field Service staff to adopt national and local site controls.</p> <p>Social distancing to remain in force and option to not attend site available, through final risk assessment check.</p> <p>Field service staff have individual issued vehicles.</p> <p>PPE available to field service. Surgical masks for UK field service, for other national areas, PPE dependant on availability.</p>	<p>Update field service final risk assessment check list to include COVID-19 assessment. Also update the 'Field Service Guide' to include new risk assessments and method statements.</p> <p>Review minimum requirements for field service PPE.</p> <p>Order and implement PPE required for field service and also make PPE a requirement for sales.</p> <p>Encourage contactless refuelling.</p> <p>Limit access to passengers in service vehicles.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>PG/MC</p> <p>PG/MC</p> <p>MC/LM/PG</p> <p>PG/MC</p>

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				Complete	PG/MC
Suspected COVID-19 case during work time	<p>Staff working on same shift.</p> <p>First aiders who may be called to attend sick member of staff.</p> <p>How?</p> <p>a). Any of the above coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p>	<p>Staff suspected of having COVID-19 or feeling unwell, to go home immediately.</p> <p>First aid room available for quarantining sick staff if required.</p> <p>First aiders have access to full face shield, surgical masks, gloves, aprons and disinfection wipes.</p> <p>Limit to a single first aider providing core aid – others to support from distance. Verify symptoms by using the NHS111 COVID-19 virus symptom checker.</p> <p>https://111.nhs.uk/service/COVID-19/</p> <p>Try and ascertain who the member of staff has been in contact with. Inform line manager / site lead / HR /HSE.</p> <p>Infected staff member must isolate for minimum of 7 days.</p> <p>Phone 999 in an emergency.</p>	<p>For someone who is not able to travel back home as too unwell use emergency services.</p> <p>Staff issued self-referral guidance for coronavirus testing.</p> <p>Initiate clean down following any instances of illness on site, if case confirmed to be COVID-19 follow PHE advice for full clean down.</p>	<p>As necessary</p> <p>Complete</p> <p>As necessary</p>	<p>PG/VH</p> <p>VH</p> <p>NB</p>

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Lone working	<p>Staff working on site during COVID-19 shift pattern.</p> <p>Chance of failure to raise alarm in case of emergency due to lone working as a result of limited communication capability, illness or accident. Particularly relevant to remote areas (cabins) and first floor labs.</p>	<p>Maintaining surveillance in previously identified lone working areas (shot blast room).</p> <p>Maintaining first aid cover during both am/pm shift patterns.</p>	<p>Review use of first floor labs, additional controls required to ensure buddy system in place when working in labs outside of normal working hours/potential for lone working.</p>	<p>Communication to Engineering Managers complete. Need ongoing monitoring to ensure buddy system is being followed.</p>	<p>PG/Lab owners/Engineering Managers</p>