

Site COVID-19 Risk Assessment

Organisation name: Servomex
Date of original assessment: 15th May 2020
Updated: 4th May 2021

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	<p>Staff</p> <p>Anyone else, who physically comes in contact with the business.</p> <p>How? 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.</p>	<p>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.</p> <p>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.</p> <p>Spilt shift system deployed to reduce number of staff on site at any-one time enabling social distancing measures (2m 6.5ft).</p> <p>Staff to remain on fixed shift team to reduce social interaction and limit the</p>	<p>Distribute HSE DSE guidelines – incorporate in home working policy.</p> <p>Issue refresher on home working policy and office equipment.</p> <p>E-learning module launched December 2020 and DSE form updated to include home working requirements.</p> <p>Building resilience workshops to be reviewed and rolled out again to managers and employees.</p> <p>Enhance clean down process between shifts – contract cleaner now on site 2 hours/day cleaning high traffic surfaces.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/HR</p> <p>HR</p> <p>Global HSE Manager</p> <p>HR</p> <p>Site Leader/Global HSE Manager</p>

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	<p>b). By 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>number of people each person has contact with – fixed teams.</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>Individuals to complete clean down of work area at start and end of shift/working day across the site:</p> <ul style="list-style-type: none"> • Clean room • Analysers • Good in/out • Meeting rooms • 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</p>	<p>Complete</p> <p>In place In place In place In place In place In place In place</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager</p> <p>Global HSE Manager</p> <p>Global HSE Manager</p> <p>Global HSE Manager</p> <p>Global HSE Manager/Site Leader</p>

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		<p>Social distancing to be maintained in smoking shelter.</p> <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).</p>	<p>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 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>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/Site Leader</p> <p>Global HSE Manager/Site Leader</p> <p>Global HSE Manager/Site Leader</p> <p>Global HSE Manager</p> <p>Global HSE Manager</p> <p>Global HSE Manager/Site Leader</p>

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		<p>Not seen necessary for mandatory wearing of PPE as it is deemed that the role of PPE in providing additional 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>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 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>Decision now taken to implement screening across all of the desk areas on the ground and first floor as an additional precaution regardless of occupancy levels.</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>Review complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>	<p>Site Leader/Site Services</p> <p>Site Leader/Site Services</p> <p>Global HSE Manager</p> <p>Site Leader/Site Services</p>

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			<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>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>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p>	<p>Site Leader/Site Services</p> <p>Global HSE Manager/Site Leader</p> <p>Site Leader/Site Services</p> <p>Site Leader/Site Services</p> <p>Site Leader/Site Services</p> <p>Site Leader/Site Services</p> <p>Site Leader/Site Services</p>

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			<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>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. Agreed to implement and system now available at all entrance points.</p> <p>Temperature screening for visitors</p>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>HRD</p> <p>Global HSE Manager/Site Leader</p> <p>Site Leader/Global HSE Manager</p> <p>Site Leader/Global HSE Manager</p> <p>Global HSE Manager</p> <p>Global HSE Manager</p> <p>Global HSE Manager/Site Leader</p>

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			<p>Temperature screening for employees: Guidance to be issued once equipment is installed 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 to prevent slip/trip hazard when using stairs.</p> <p>Implement clean desk and workplace organisation for enhanced safety – initial engagement with managers followed by communication to</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager</p> <p>Managers/Team Leaders/Line Leaders</p> <p>AP/Site Leader/Global HSE Manager</p> <p>HRD</p> <p>Site Leader</p>

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			<p>employees. Monitor adherence through Gemba walks.</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>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>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Site Leader</p> <p>Receptionist</p> <p>Receptionist</p> <p>Global HSE Manager</p> <p>Site Leader</p> <p>Global HSE Manager/Site Leader</p>

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			<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 any changes to work area and/or working practices. HR to monitor and flag to managers.</p> <p>Complete review of government guidelines and presentation for any updates required.</p>	<p>Complete</p> <p>Complete</p> <p>Complete but keep under review pending any line moves/changes</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/Site Services</p> <p>Global HSE Manager</p> <p>Site Leader</p> <p>Global HSE Manager</p> <p>HR</p> <p>HRD</p>

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			<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. Guidance to be issued on re-entry points to prevent congestion.</p> <p>Reviewing wipe supplier options in line with availability and enhancing as required.</p> <p>Trialling automatic dispensers for paper towels in the toilet facilities. If successful will deploy to all toilet facilities. Trial unsuccessful, but as a result have changed paper towel size which is now working well.</p> <p>Reissue guidance to employees to improve understanding of isolation requirements.</p> <p>Changeover of shifts to be modified in the clean room so that end of shift to finishes 5 minutes earlier, to enable staff to clear building before next shift enters the clean room.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager</p> <p>Site Services/Site Leader</p> <p>Site Services/Site Leader</p> <p>HRD</p> <p>M&L Manager/ Team Leaders/Line Leaders</p>

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			<p>Extend lunchtime contract cleaning to include high touch points in clean room, needs to be confirmed with cleaning contracts manager.</p> <p>Extend floor markings within clean room to reinforce social distancing.</p> <p>Restrict access to clean room cells by other departments – examples of Engineers wandering into cells potentially compromising social distancing. More local area management, enhanced signage and further communication required.</p> <p>Current positioning of some of the notice boards is resulting in a tendency to break social distancing measures. Where applicable, visual management/notice boards to be moved to enable free access.</p> <p>Zr cell found to be cramped and difficult to move within. Site services have reviewed and cell is to be widened by 300mm. Move will require modification to gas lines. Review availability with contractor and complete at night to minimise impact to production.</p>	<p>Complete</p> <p>Complete</p> <p>Complete but monitoring ongoing</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/Site Services</p> <p>Global HSE Manager</p> <p>M&L Manager /Team Leaders/ Line Leaders</p> <p>M&L Manager /Team Leaders/ Line Leaders</p> <p>Site Services/ external contractor</p>

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			<p>Additional screens required for new Spirig cell. Additional screens to be ordered.</p> <p>Enhance cleaning stations in clean room and move to centralised approach, with clear visibility.</p> <p>Issue revised guidance to employees based on changes to Government advice on isolation requirements.</p> <p>Isolation rules flowchart updated to take account of temporary change re lateral flow testing and displayed around building.</p> <p>Registered interest to learn more regarding workplace and home based lateral flow testing for asymptomatic employees. To be discussed at steering committee meeting once more information is available.</p> <p>Determined that we were unable to accommodate workplace testing at the site due to infrastructure required. Now registering interest for home based testing.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing, register by 12th April</p>	<p>Site Services</p> <p>Global HSE Manager</p> <p>HRD</p> <p>HRD/Global HSE Manager</p> <p>Coronavirus Steering Committee</p> <p>Coronavirus Steering Committee</p>

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			<p>Home based testing not being adopted due to availability of local testing. Guidance to be issued on where and how to order tests.</p> <p>Continue to offer wellbeing/mental health information and run sessions for employees to give continued support for anyone suffering from the effects of long term lockdown/home working.</p> <p>Review EAP service to ensure fit for purpose.</p> <p>New EAP (Health Assured) selected and launched.</p> <p>Issue communications to encourage take up of vaccinations when people offered these under the COVID-19 vaccination programme – global forum and email.</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>HRD</p> <p>HR department</p> <p>HRD</p> <p>HRD</p> <p>President/HRD</p>
Exposure from others resulting in spread and contraction of Covid-19 Coronavirus	<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>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</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</p>	<p>Complete</p> <p>As needed</p>	<p>Global HSE Manager/HR</p> <p>Global HSE Manager/HR</p>

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Vulnerable groups	<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>at home and work only if reasonably practicable. Examples of existing medical conditions include undergoing cancer treatment, immunotherapy treatments, COPD, severe asthma.</p> <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>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 and current Government recommendations i.e. not recommending car sharing.</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. HR 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>In light of lockdown commencing 5th November complete review of risk assessments and clinically vulnerable/extremely clinically vulnerable and advise on working from home/office requirement if cannot work from home.</p>	<p>As needed</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/HR</p> <p>HR/managers</p> <p>HRD</p> <p>Global HSE Manager/HR</p>

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			<p>Monthly meetings for clinically/extremely clinically vulnerable to continue monitoring arrangements.</p> <p>Following change to Government shielding requirements (31st March 2021) all risk assessments reviewed and updated and communications sent to all vulnerable employees to continue to work from home where possible.</p>	<p>Ongoing</p> <p>Complete but keep under ongoing review</p>	<p>Global HSE Manager/HR</p> <p>Global HSE Manager/HR</p>
<p>Exposure from others resulting in spread and contraction of Covid-19 Coronavirus</p> <p>Visitors / contractors</p>	<p>Visitors</p> <p>Cleaners</p> <p>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</p>	<p>Only key contractors to have access to site including cleaners and those required to maintain safe working operation.</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>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.</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>Complete</p> <p>Complete</p>	<p>Site Leader/Site Services</p> <p>Site Leader/Site Services/Global HSE Manager</p>

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	case has occurred.		<p>Hygiene guidance displayed in reception at other entry points and across the site.</p> <p>Reviewing reception layout including ergonomics and COVID-19 controls.</p> <p>Reviewing general site security.</p>	<p>Complete</p> <p>Initial review w/c 4th May 2021</p> <p>Initial review w/c 4th May 2021</p>	<p>Global HSE Manager</p> <p>Global HSE Manager/Site Services</p> <p>Global HSE Manager/Site Services</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) 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>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/Global Head of Service</p> <p>Global HSE Manager/Global Head of Service</p> <p>Global HSE Manager/Global Head of Service/Global Sales Director</p> <p>Global HSE Manager/Global Head of Service</p>

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			<p>Limit access to passengers in service vehicles.</p> <p>Also applies to personal vehicles whilst Government recommendation to not 'car share' remains in place.</p>	<p>Complete</p> <p>Complete</p>	<p>Global HSE Manager/Global Head of Service</p> <p>HRD/Global HSE Manager</p>
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.</p> <p>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.</p> <p>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>Global HSE Manager/HRD</p> <p>HRD</p> <p>Site Leader</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>Further review underway of lone working arrangements in first floor labs and to make recommendations.</p> <p>Final details from recommendations to be agreed and CAPEX completed after demos and proof of system effectiveness have been completed.</p>	<p>Communication to Engineering Managers complete. Need ongoing monitoring to ensure buddy system is being followed.</p> <p>Complete</p> <p>By end May 2021</p>	<p>Global HSE Manager/Lab owners/Engineering Managers</p> <p>Hummingbird BU Director/Global HSE Manager</p> <p>Hummingbird BU Director/Global HSE Manager</p>