

WOZAIR LIMITED – RISK ASSESSMENT



| RISK ASSESSMENT No: | | WOZ54 | | | LIKELIHOOD (L) FACTORS: * | SEVERITY (S) FACTORS: | POINTS RATING | | Likelihood (L) | | | | |
|---|--|---|----|----|--|--|---------------------|--|---|----|----|----|----|
| ASSESSMENT DATE: | | 03/06/2020 | | | 1 - Remote 2 - Unlikely 3 - Possible 4 - Probable 5 – Extremely Likely | 1 - Negligible 2 - Minor 3 - Serious 4 - Very Serious 5 - Major (including fatalities) | HAZARD SEVERITY (S) | | 1 | 2 | 3 | 4 | 5 |
| REVISION No: | | 02 | | | | | | | 1 | 2 | 3 | 4 | 5 |
| REVIEW DATE: | | As Required | | | | | | | 2 | 4 | 6 | 8 | 10 |
| LOCATION: | | Unit 32 & Unit 29 Workshops | | | | | | | 3 | 6 | 9 | 12 | 15 |
| TASK/ACTIVITY: | | Return to work during Covid-19 Pandemic | | | | | | | 4 | 8 | 12 | 16 | 20 |
| | | | | | | | | | 5 | 10 | 15 | 20 | 25 |
| *Likelihood (L) x *Severity (S) = *Current Risk (R) | | | | | * Likelihood (L) x *Severity (S) = Residual Risk (*RR) | | | Risk Ranking: 1 – 6 = LOW 8 – 12 = MEDIUM 15 – 25 = HIGH | | | | | |
| Identified hazard(s) | Who might be harmed and how? | *L | *S | *R | Current Controls Measures (What are we already doing?) | *L | *S | *RR | Additional Control measures (What further actions are necessary?) | | | | |
| Spread of Covid-19 virus General | Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups Via contraction of the Covid-19 virus | 4 | 5 | 20 | In line with Government guidelines employees should continue to work from home where this is possible. Any employees at high-risk should continue to stay at home. Any employee showing signs of Covid-19 (new/persistent cough, high temperature, sore throat) will be sent home. Any employee having had contact with any other employee that has contracted Covid-19, will be made aware and advised to contact the NHS Guidance online. Julie Hayes is the Covid-19 Appointed Person and will deal with communication to and from staff Signs put up around the building. Only essential Contractors/Visitors are permitted on site. To be given additional Covid-19 Induction on arrival. | 2 | 5 | 10 | Investigate having temperature taken at the start of each shift and recorded. | | | | |

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| <p>Spread of Covid-19 virus</p> <p>Via surfaces</p> | <p>Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups</p> <p>Via contraction of the Covid-19 virus</p> | 4 | 5 | 20 | <p>Frequent cleaning and disinfecting objects of surfaces that are touched regularly particularly in areas of high use with appropriate cleaning products and methods.</p> <p>Employees to bring in food to eat during the day, a hot drink in a flask and a cold drink in a bottle – this can be filled with water throughout the day.</p> <p>Employees should ensure their own work area is kept clean.</p> <p>Gloves should be worn as part of normal working and use of PPE when handling metal and during manufacture of product</p> | 2 | 5 | 10 | <p>Remind employees to avoid sharing equipment unless necessary”.</p> |
| <p>Spread of Covid-19 virus</p> <p>Via Proximity / Work place gatherings</p> | <p>Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups</p> <p>Via contraction of the Covid-19 virus</p> | 4 | 5 | 20 | <p>Social distancing to be observed, employees should stay 2m apart.</p> <p>Reduce number of staff in Workshop at any one time. Split shifts to be created to ensure not all staff in together.</p> <p>Signs put up reminding employees of 2m social distancing</p> <p>All toilets to have 'Vacant/Engaged' signs on the doors, for use by one person at a time.</p> <p>Ladies to use Reception toilet allowing for the four toilets by entrance to shopfloor to be used for men.</p> | 2 | 5 | 10 | <p>Managers to continually monitor to ensure social distancing is being kept to.</p> |

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| <p>Spread of Covid-19 virus</p> <p>Via hands</p> | <p>Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups</p> <p>Via contraction of the Covid-19 virus</p> | 4 | 5 | 20 | <p>Hand sanitisers placed at each entrance to the building and throughout the building.</p> <p>Clocking In/Out should be done as normal ensuring hand sanitiser is used before and after putting digit on the machine.</p> <p>No hand shaking to take place.</p> <p>Hands should be dried thoroughly as wet skin helps bacteria to spread.</p> <p>Signs put up to remind staff of regular hand washing, for 20 seconds and not to touch face.</p> <p>Any sneezes should be done into a tissue which should then be thrown away and hands washed. Sneezes should be done into arm if tissues unavailable.</p> | 2 | 5 | 10 | <p>Encourage employees to continually check their hands for broken skin due to constant washing.</p> <p>Additional signs for Catch It, Bin It, Kill It.</p> <p>Staff encouraged to protect hands with hand cream</p> <p>Tissues to be put by clocking in machines to enable to be wiped down.</p> |
| <p>Spread of Covid-19 virus</p> <p>Interaction with collections / deliveries</p> | <p>Storesmen, Delivery Drivers</p> | | | | <p>Gloves should be worn all the time when taking in deliveries,</p> <p>Social distancing must be maintained when receiving or delivering goods.</p> <p>Bollards placed at entrance to Good In.</p> <p>Ensure vehicles are cleaned – steering wheel, door handles etc prior to use by next person unless gloves are being worn.</p> | | | | <p>Reminder to Contracts that no goods will be released if the 'W' reference number is not given by drivers.</p> |

*The terminology of the Likelihoods has been changed to better reflect the Likelihood of catching Covid-19

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| Assessed by: | Sarah Burns | Position: | QHSE Coordinator | Signature: | <i>Sarah Burns</i> | Date: | 03/06/2020 |
| Approved by: | Patrick Golding | Position: | Operations Manager | Signature: | <i>P. Golding</i> | Date: | 03/06/2020 |

The following personnel were present at the process being assessed/re-assessed by this risk assessment

| Name(s): | Job title: | Signature | Date: |
|---|-------------------|------------------|--------------|
| Rev 01 of this Risk Assessment was passed to 55 Shopfloor employees for comments. Any comments given were raised at the Health & Safety Meeting on 2 nd June 2020 and the Risk Assessment revised accordingly. Due to the nature of the Coronavirus (Covid-19) Pandemic and updates by the Government this document will be reviewed at regular intervals. | | | |
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