

Number:	001	Issued by: Marcus Sayce Date:13/05/20	Document prepared by: Marcus Sayce				
Area / Department / Activ	•		Assessor: Marcus Sayce				
COVID-19 Safe Working	Risk Assessment		Review Date: 10/12/20,/31/03/21,07/21,30/11/21				
		Next Review Date: 21/12/21					

Hazard Identification and Initial and Risk Assessment

Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.

Additional Risk Control Measures

For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.

	Persons at		Existing Risk	Le	vel of Ri	sk	Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
Who should go to work	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	 People who can work from home have been enabled to work from home (all staff now back on site) The business is catergorised as key worker support, so remained open during lockdowns Manufacturing and warehousing activities can only be performed on site Extremely vulnerable workers have been advised and supported to shield at home 	2	5	10	No change of odvice The company has reviewed its policy 13/12/21 and the following advice is provided During this review we have considered a number of factors including, current layouts within the business, working environments as well as the impact home working would have on the day to day operation of the business.

	Persons at		Existing Risk	Level of Risk			Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
							At this time we have deemed it necessary for all employees to remain working on site, this will continually reviewed over the coming weeks, however as a business we have been going above and beyond the government guidance throughout the pandemic to ensure you all remain as safe as possible whilst on site. With this the wearing of facemasks whilst away from your workstation will continue to be in place. A change we will be making however is only where absolutely necessary should visitors be coming on site. If you are unsure whether your visitor is necessary, please check with your line manager. As key workers as part of the food and medical supply chain it is paramount that we ensure we maintain our supply of mount kits into the market.
							Reviewed Level of Person Responsible Target Risk Completion date
Protecting people who are at higher risk To protect clinically vulnerable and clinically extremely vulnerable individuals	Staff and agency workers	COVID-19 illness, Hospital, death	 Clinically extremely vulnerable individuals advised and supported to shield at home Clinically vulnerable individuals, who are at higher risk of severe illness, eg people with pre-existing conditions have been asked to take extra care in observing social distancing and we have provided options for them to work in safer locations (desk and office moves) Workers with the above family members have also been offered working from home options 	2	5	10	The government did not advise such strict enforcement for LD2 Social distancing measures in place, desks moved away from others Updated Government advice on Vaccine Dec 2020

	Persons at		Existing Risk	Le	evel of Ri	sk	Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
							The Pfizer-BioNTech COVID-19 vaccine is a new type of vaccine that has been shown to be effective and to have a good safety profile. It has not yet been assessed in pregnancy, so it has been advised that until more information is available, those who are pregnant should not have this vaccine.
							Many vaccines can be given safely in pregnancy, so why are you being advised against this vaccine?
							Evidence so far reviewed by the MHRA raises no concerns for safety in pregnancy.
							Because of the new formulation of this particular vaccine the MHRA wants to see more non-clinical data before finalising the advice in pregnancy.
							It is standard practice when waiting for such data on any medicine, to avoid its use in those who may become pregnant or who are breastfeeding. This will be kept under review as more evidence becomes available.
							What this mean for you
							Here are the key points you should consider until we have more evidence:
							if you are pregnant you should not be vaccinated – you can be vaccinated after your pregnancy is over

	Persons at		Existing Risk	Le	evel of R	isk	Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
							if you think you may be pregnant you should delay vaccination until you are sure you are not
							if you are planning to get pregnant in the next 3 months, you should delay your vaccination
							if you know you are not pregnant you can start the two-dose course now and you should avoid getting pregnant until at least 2 months after the second dose
							if you have had the first dose and then become pregnant you should delay the second dose until after the pregnancy is over
							If you are breastfeeding you should wait until you have finished breastfeeding and then have the vaccine. If you were breastfeeding when you had the first dose you are advised not to have the second dose until you have finished breastfeeding.
							This advice is precautionary until additional evidence is available to support the use of this vaccine in pregnancy and breastfeeding. It may then be possible to have the Pfizer-BioNTech vaccine. Until that advice is changed you may be able to have one of the other COVID-19 vaccines that are expected.
							Reviewed Level of Person Responsible Target Risk Completion date
People who need to self isolate	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	People are to inform the company as soon as they have symptoms and not come into work, and should follow the Government self isolation and testing advice which has been	2	5	10	

	Persons at		Existing Risk	Le	evel of Ri	isk	Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
To make sure individuals who are advised to stay at home under existing government guidelines do not physically come to work			relayed to staff. This includes those who live in a household with someone who has symptoms.				Omicron positive cases family memers will be contacted by test and trace and need to self isolate for 10 days Advice on 30/11/21 Reviewed Level of Risk Person Responsible Target Completion date
Social Distancing at work You must follow social distancing whereever possible.	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	 Maintain 2m social distancing wherever possible, including while arriving at, and departing from work, while at work and when travelling between work sites. All employees wear face coverings at all times including at desks and workstations Machines are minimum 2m apart Office desks have sneeze screens attached to provide a physical barrier between desks Desks have been positioned to create space in the office Canteen numbers reduced to 3 Additional temporary seating area set up for operator breaks max 3 people Government advice changed on 19th July 2021 making the wearing of masks a personal choice in public areas, including work places. Techni Ltd have maintained the mask wearing rules until 16th August to allow personal choice and responsibility over mandatiory wearing, which is line with the isolation rule changes and allows Techni staff more time to receive second jabs before face masks are not mandatory. Communicated to site 14/07/21 The above advice was reviewed on 11/08/21 and the decision was made to continue with wearing of face masks when not at workstation and will continue with this guidanceuntil spring 2022, unless anything changes to provide more data. We have also re communicated the other control measures which include, good ventilation, high standards of hygiene, surface cleaning, social distancing and temperature checks. Communicated to site 11/08/21 	2	5	10	Reviewed Level of Risk Person Responsible Target Completion date

	Persons at		Existing Risk	Le	evel of Ri	sk	Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
Coming to work and leaving work To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	 Multiple entry and exit routes available for staff to avoid conjestion at start and finishing times Lunch breaks are staggered for all staff Due to differing start and finish times and split shifts there is no concerns around clock machine access, no conjestion 	2	5	10	Reviewed Level of Person Responsible Target Risk Completion date
Moving around site To maintain social distancing wherever possible, while people travel through the workplace	Staff and agency workers	COVID-19 illness, Hospital, death	 Reduce non essential trips within buildings-people to phone the office or supervision for help and assistance rather than making face to face trip Reduce job equipment rotation- where possible keep equipment to one person and if they have to share with others or other shifts the equipment must be wiped down with antiviral cleaner prior to use. Cleaning regime in place Work bubbles introduced to to reduce the need for site movements, keeping people within their work areas 	2	5	10	Reviewed Level of Person Responsible Target Risk Completion date
Workplaces and workstations To maintain social distancing between individuals when they are at their workstations	Staff and agency workers	COVID-19 illness, Hospital, death	 Instruction given on 2m distancing and to maintain this when at your workstation Machines are more than 2m apart and one person to one machine work is maintained Signage, updates toolbox talks Supervision to maintain social distancing if required Warehouse workstations are side by side instead of face to face to reduce transmission All employees wear face coverings at all times including at desks and workstations 	2	5	10	Reviewed Level of Person Responsible Target Risk Completion date
_							

	Persons at		Existing Risk	Level of Risk			Additional Control		
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source		Measures	
							Reviewed Level of Risk	Person Responsible	Target Completion date
Meetings To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	Staff and agency workers	COVID-19 illness, Hospital, death	 Use remote working tools to avoid in-person meetings Only absolutely necessary participants should attend Open windows for ventilation of room Do not share pens and other objects Hold meetings outdoors if possible Follow COVID safe seating plan and cleanliness guide on table in meeting room All attndees to sanitise hands on entry Face coverings to be worn throughout meeting 	2	5	10			
Common area To maintain social distancing while using common areas	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	 Seating advice cards placed on tables to maintain spacing and reduce face-to-face interactions Use safe outside areas, maintaining 2m social distancing Canteen numbers reduced to 3 Additional temporary seating area for 3 people added for breaks in manufacturing area Take breaks in own cars if possible 	2	5	10	Reviewed Level of Risk	Person Responsible	Target Completion date
Customers, visitors and contractors To minimize the number of unnecessary visits to site and to make sure people understand what they need to do to maintain safety	Staff and agency workers	COVID-19 illness, Hospital, death	 Encourage remote working for visitors where possible Limit the number of visitors at any one time Determine if essential services can be provided by contractors to reduce contact with people by working between shifts, weekends etc Maintain a record of all visitors, contractors attending site (COVID register) Visitor COVID-19 rules on table in reception Site host is to take responsibility for explaining the COVID-19 requirments for social distancing and hygiene while on site to their visistors 	2	5	10	Reviewed Level of Risk	Person Responsible	Target Completion date
Cleaning the workplace	Staff and agency workers	COVID-19 illness, Hospital, death	Frequent cleaning of work areas and equipment between uses, instructions given	2	5	10			

	Persons at		Existing Risk	Le	evel of Ri	sk	Additional Control			
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures			
To keep the workplace clean and prevent transmission by touching contaminated surfaces			 Frequent cleaning of high touch areas, such as door handles, pallet truck handles, forklift trick controls, machines and printers etc Clean workstations and remove waste and belongings from the work area at the end of shift Antiviral cleaners are available throughout the site along with hand sanitiser If you are cleaning after a known or suspected case of COVID-19 then refer to the specific guidelines, see Health and Safety manager for procedure and PPE requirments 				Reviewed Level of Person Responsible Target Risk Completion date			
Handling goods, merchandise and other materials To reduce transmission through contact with objects that come into the workplace	Staff and agency workers	COVID-19 illness, Hospital, death	 Gloves to be worn when handing materials delivered into warehouse, gloves to be replaced regularly Encourage increased handwashing and hand sanitiser is provided in these areas 	2	5	10	Reviewed Level of Person Responsible Target Risk Completion date			
Work related travel To avoid unnessary work related travel and keep people safe when they do need to travel between locations Including (Delivery and collection)	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	 Minimise non-essential travel and consider remote options first Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation and when possible avoid sitting face-to-face Clean shared vehicles between shifts and handovers When delivering or collecting parts the operator should minimise any contact Employees asked to avoid car sharing if possible, but if it cant be avoided to stick to the same people, wear a face covering throughout journey and leave windows open 	2	5	10	Red list contries reintroduced by Government with isolating and PCR requirments 30/11/21 Reviewed Level of Risk Person Responsible Target Completion date			
Communications and training To make sure all workers understand COVID-19 related safety procedures	Staff and agency workers	COVID-19 illness, Hospital, death	 Provide clear, consistant and regular communications to improve understanding and consistency of ways of working, which is achieved through safety updates, toolbox talks and in small groups socially distanced Visual communications through signs displayed around site Regular management updates communicated to all staff 	4	3	12				

	Persons at		Existing Risk	Le	evel of Ri	isk	Additional Control
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Severity	Risk Source	Measures
Working off site Preventative maintenance and breakdown of system, at customer, roadside or workshop	Staff and agency workers	COVID-19 illness, Hospital, death	 Engineer to keep 2m distance from customer and other third parties, to ensure the area is safe to work following standard procedure for breakdown and maintenance. Set out a barrier of 2m around the work area so people do not come within social distancing rules (cones and tape). Before entering the vehicle the engineer is to wear gloves and face covering which should be disposed of before entering or touching anything incuding their company work vehicle. The engineer should hand sanitise before and after completing the job.2 Job specific risk assessments have been created for these tasks 	2	5	10	Reviewed with service engineers individual RA in place Reviewed Level of Person Responsible Target Completion date
Working off site System demonstrations	Staff and agency workers	COVID-19 illness, Hospital, death	 The demonstrator is to go through the risk assessment requirements with the customer, advising them of the social distancing of 2m, wearing of face covering and not to touch anything on the vehicle without gloves. The demonstrator should should wear gloves when carrying out demonstration with customers watching from behind a barrier minimum 2m. If customer needs to try out the system in the vehicle they should wear gloves and only they can be in the vehicle, the demonstrator must stand at rear doors with customer at side door providing 2m distance from customer in vehicle and any other people around. Controls are to be wiped down with antiviral wipe and gloves disposed of. Job specific risk assessments have been created for these tasks, and reviewed with staff 	2	5	10	
							Reviewed Level of Risk Person Responsible Target Completion date Reviewed Level of Risk Person Responsible Target Completion date

	Persons at		Existing Risk	Le	vel of Ri	isk	Ac	lditional Conti	ol
Hazard	Risk	Potential Harm	Control Measures	Likelihood	Likelihood Severity Risk S		Measures		
							Reviewed Level of Risk	Person Responsible	Target Completion date
							Reviewed Level of Risk	Person Responsible	Target Completion date

Review Peter	12/05/21	Daviewed Du	Name	Marcus Sayce	Divoctore	Name	Lynsay Doel
Review Date:	13/05/21	Reviewed By:	Signature	Marcus Sayce	Directors	Signature	

Likelihood		
Very likely	5	Almost certain to happen
Likely	4	Likely to happen frequently
Possible	3	Evens chance of happening
Unlikely	2	May happen from time to time
Improbable	1	Very unlikely to happen

			Severity			
		Minor Harm	1-day Harm	7-day Harm	Major Harm	Fatal
	Very likely	5	10	15	20	25
pood	Likely	4	8	12	16	20
Likelihood	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Improbable	1	2	3	4	5

Severity			
Fatal	5	Loss of life	
Major Harm	4	Major injury or ill-health as detailed under RIDDOR	
7-day Harm	3	Over seven-days incapacity (RIDDOR)	
1-day Harm	2	Incapacity between one and seven days	
Minor Harm	1	First aid injury – no incapacity	

Level of risk	Action and timescale	
High	You should not start work until the risk has been reduced (See control hierarchy below). You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action and stop the job until the risk has been reduced.	
Medium	You should use measures to reduce the risk within a defined time period (See control hierarchy below). If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.	
Low	You should manage the risk – so far as reasonably practicable (See control hierarchy below). You must try to reduce the risk, but should carefully measure the cost of prevention. Monitoring is necessary to make sure that the controls remain effective.	

Control hierarchy	You should use the control hierarchy to determine the best method protecting your employees and others from harm. In applying the hierarchy consideration should be given to the relative costs, risk reduction benefits, and reliability of the available options.
Elimination	Modify a design to eliminate the hazard, e.g. introduce mechanical lifting devices to eliminate the manual handling hazard, etc.
Substitution	Substitute a less hazardous material or reduce the system energy (e.g. lower the force, amperage, pressure, temperature, etc.)
Engineering controls	Install ventilation systems, machine guarding, interlocks, sound enclosures, etc.
Signage, warnings, and/or administrative controls	Safety signs, hazardous area marking, photo-luminescent signs, markings for pedestrian walkways, warning sirens/lights, alarms, safety procedures, equipment inspections, access controls, safe systems of working, tagging and work permits, etc.
Personal protective equipment (PPE)	Safety glasses, hearing protection, face shields, safety harnesses and lanyards, respirators and gloves, etc.