

Title:
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Risk Assessment
 ATL-HSE-013
 QHSE Manager
 3
 03 July 2018

Ref No	COVID-19							
Location	ATL Turbine Services, Piper Street, Dundee, DD4 0NT							
Work Activity	Delivery of critical and essential scopes during Covid-19 pandemic							
Team	All employees, sub-contractors, and visitors attending site							
Assessor's Name	Dale Harris							
Date of Assessment	Original assessment 24 th March 2020, revised 27 th May 2020 Revised 09/07/20 revised 02/10/20							
Employees at Risk	All employees, sub-contractors, and visitors attending site							
Others At Risk	Security guard, delivery drivers, and postal workers							
Existing Control Measures	Detailed below							
Applicable Legislation	Management of Health and Safety at Work Regulations 1999. Applicable Scottish and UK Government legislation.							
Other Assessments Required	COSHH Assessments for sanitizers and disinfection solutions							
Overview	The measures detailed below have been put in place by ATL to protect our workforce, and visitors maintain social/physical distancing requirements, and to maintain good working practices in relation to COVID-19 infection control as advised by the Government and NHS at the time of writing. They will be updated as legislation, advice, and/or good practice is revised.							
Assessment of Risk: (with measures implemented)	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>	Acceptable	<input checked="" type="checkbox"/>
Action/s Required	Target		Action By		Completed By (Name & Date)			
Risk assessment to be updated to cover changes in work practices due to the Coronavirus pandemic.	12/05/20		D Harris		D Harris 12/05/20			
Added additional information to cover visitors and deliveries to the site. Signage and facilities put in place. Receipt and Shipping staff briefed on protocols.	27/05/20		E Taylor		E Taylor 27/05/2020			
Amend to include Human Factors information	09/07/20		E Taylor		E Taylor, 09/07/20			
Reviewed and updated to reflect changes as infection rates increase.	02/10/20		E Taylor		E Taylor 05/10/2020			

Risk Assessment Evaluation								
Hazards and related consequences	Existing Control Measures	S	L	R	Additional Control Measures Required	Residual Risk		
						S	L	R
A build-up of personnel at clocking stations at the start and end of shift	Additional clock in/clock out station added to alleviate congestion	4	4	16	The requirement to clock in/ reinstated for fire evacuation reasons . The need to clock out has been removed	1	1	1
The build-up of personnel at entry/exit points at the start and end of shift	Multiple entrances to buildings	3	4	12	As many employees as is practicable are working from home Start/end times staggered to accommodate	3	1	3
Physical distancing compromised during breaks and lunches	None required before pandemic issues	4	3	12	Breaks and lunchtimes have been staggered to reduce numbers. Physical distancing measures are put in place for rest/eating areas. Additional areas are assigned for this purpose. The canteen closed until further notice.	2	1	2
Storage of food and use of vending machines is a risk of transmission	None required before pandemic issues	4	3	12	Kettles, fridges, toasters vending machines, and any other communal items of this type are removed/out of use.	0	0	0
Tea/coffee points and queuing pose a risk of transmission	None required before pandemic issues	4	4	16	An 'always on' boiling water tap has been installed. Single milk pots, coffee sachets, tea bags, disposable cups, and spoons are also supplied to prevent queues.	3	1	3
Physical distancing compromised as people move about	None required before pandemic issues	4	2	8	New shop floor, canteen & office layouts, one-way systems, floor signage, tape showing 2m distance introduced. Use of face masks as appropriate	2	2	4
Physical distancing compromised in company transport	None required before pandemic issues	4	4	16	Cleaning regimes in place for van and forklifts with only one person permitted in the van at a time	2	1	2
Physical distancing compromised in the smoking shelter	None required before pandemic issues	4	4	16	Only one person at a time permitted in smoking shelter. The rear car park is now designated for smoking.	1	1	1

Hazards and related consequences	Existing Control Measures	S	L	R	Additional Control Measures Required	Residual Risk		
						S	L	R
Desks & equipment pose a risk of transmission	None required before pandemic issues	4	2	8	Everyone has their own desk/PC. Cleaning/sanitizing stations in all offices. Used as needed and at end of shifts. Clear desk policy introduced.	2	2	4
Physical distancing compromised due to the layout of offices/shop floor	None required before pandemic issues	4	4	16	New layouts in place and screening/partitioning introduced to aid separation of personnel	2	2	4
Transmission of COVID-19 via lack of hygiene	None required before pandemic issues	4	3	12	Staff instructed to wash hands regularly and hand sanitizer available at entrances/exits	4	1	4
Transmission of COVID-19 via lack of physical distancing	None required before pandemic issues	4	3	12	All staff to observe physical distancing measures as per NHS guidance (currently 2m at all times).	4	1	4
Transmission of COVID-19 by hand contact with surfaces, doors, equipment, parts, etc.	None required before pandemic issues	4	3	12	Disposable gloves to be worn by all shop floor staff. Office staff to maintain regular hand washing/sanitizing. Daily cleaning/sanitizing of all communal surfaces. Due to the increasing transmission rate of the virus, desks/workbenches are to be sanitized before lunch break and at end of shift.	4	1	4
Transmission of COVID-19 via lack of hygiene.	None required before pandemic issues	4	2	8	Overall to be washed and changed weekly as a minimum and non-disposable PPE to be cleaned at least daily.	4	1	4
Physical distancing compromised in locker/changing room	None required before pandemic issues	4	4	16	Lockers moved to new areas and staggered start times used to alleviate pressure on these areas	2	1	2
Transmission of COVID-19 via keypad entry systems	None required before pandemic issues	4	4	16	Gloves supplied and hand sanitizer stations at these entrances/exits.	2	2	4
Lack of understanding of new rules and requirements	None required before pandemic issues	4	4	16	Induction sessions on new rules, risk assessment, and PPE requirements were completed with all returners.	4	1	4

Transmission of COVID 19 via visitors/deliveries to the factory.	None required before pandemic issues	4	3	12	Measures put in place to minimize visitors/delivery drivers from entering. Briefing and provision of sanitizer/gloves and face masks for any who must enter.	4	1	4
Human factors issues related to Covid affecting safety	None required before pandemic issues	3	2	6	Staff to be briefed on likely effect. HF Training package amended to include recognition of the possible impact of the pandemic.	3	1	3
(Severity and Likelihood Rated 1 to 4 i.e. 2 x 4 = 8 Risk Rating) Risk Ratings of greater than 4 need extra controls put in place.								

Hazards Identified:

- | | | |
|--|--|--|
| Nip <input type="checkbox"/> | Dust <input type="checkbox"/> | Light <input type="checkbox"/> |
| Traps <input type="checkbox"/> | Gasses <input type="checkbox"/> | Moving Vehicles <input type="checkbox"/> |
| Entanglement <input type="checkbox"/> | Mist <input type="checkbox"/> | Working at Heights <input type="checkbox"/> |
| Crush <input type="checkbox"/> | Chemical <input type="checkbox"/> | Adverse Weather <input type="checkbox"/> |
| Friction <input type="checkbox"/> | Fume <input type="checkbox"/> | Falling Objects <input type="checkbox"/> |
| Impact <input type="checkbox"/> | Noise <input type="checkbox"/> | Fire/Explosion <input type="checkbox"/> |
| Puncture <input type="checkbox"/> | Upper Limb Disorder <input type="checkbox"/> | Hot <input type="checkbox"/> |
| Cutting <input type="checkbox"/> | Vibration <input type="checkbox"/> | Cold <input type="checkbox"/> |
| Ejection of Parts <input type="checkbox"/> | Legionella <input type="checkbox"/> | Slips/Trips/Falls <input type="checkbox"/> |
| Swarf <input type="checkbox"/> | Shock <input type="checkbox"/> | Stability <input type="checkbox"/> |
| Pressure <input type="checkbox"/> | Burns <input type="checkbox"/> | Manual Handling <input type="checkbox"/> |
| Spill / Leak <input type="checkbox"/> | Human Factors issues <input checked="" type="checkbox"/> | Virus Transmission <input checked="" type="checkbox"/> |

This form is used to record that a person has been:

- (a) Provided with information on the risks to their health and safety identified in the risk assessment and
- (b) Instructed in any precautions that may be necessary to reduce the risks.

Supervisors/Host Signature

The supervisor's signature indicates that the necessary information and or instruction has been provided.

EMPLOYEE / VISITOR Signature

The signature/s indicates that s/he has been provided with the information, understands it, will abide by it, and will take the necessary precautions to reduce the risks to their health and safety and specifically the requirements put in place to prevent the spread of Covid Virus.

Supervisor / Host	EMPLOYEE, (Print Name). OR VISITOR, (Print name and Company)	Signature & Date