

Title:  
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Risk Assessment  
 ATL-HSE-013  
 QHSE Manager  
 4  
 03 July 2018

<b>Ref No</b>	COVID-19							
<b>Location</b>	ATL Turbine Services, Piper Street, Dundee, DD4 0NT							
<b>Work Activity</b>	Delivery of critical and essential scopes during Covid-19 pandemic							
<b>Team</b>	All employees, sub-contractors, and visitors attending site							
<b>Assessor's Name</b>	Dale Harris							
<b>Date of Assessment</b>	Original assessment 24/03/20, revised 27/05/20, revised 09/07/20, revised 02/10/20, revised 05/01/21, revised 28/06/21.							
<b>Employees at Risk</b>	All employees, sub-contractors, and visitors attending site							
<b>Others At Risk</b>	Security guard, delivery drivers, and postal workers							
<b>Existing Control Measures</b>	Detailed below							
<b>Applicable Legislation</b>	Management of Health and Safety at Work Regulations 1999. Applicable Scottish and UK Government legislation.							
<b>Other Assessments Required</b>	COSHH Assessments for sanitizers and disinfection solutions							
<b>Overview</b>	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.							
<b>Assessment of Risk: (with measures implemented)</b>	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>	Acceptable	<input checked="" type="checkbox"/>
<b>Action/s Required</b>	<b>Target</b>		<b>Action By</b>		<b>Completed By (Name &amp; Date)</b>			
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			
Reviewed and updated to reflect additional symptoms due to new variant.	28/06/21		K. Fordyce		K Fordyce 28/06/2021			

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/out reinstated for fire evacuation reasons.	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	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 staggered to reduce numbers. Physical distancing measures in place for rest/eating areas. Additional areas assigned for this purpose and canteen not serving food.	2	1	2
Storage of food and use of vending machines is a risk of transmission	None required before pandemic issues	4	3	12	Fridges and vending machines returned to use with restrictions as per noticeboard.	1	1	1
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.	2	1	2
Physical distancing compromised as people move about	None required before pandemic issues	4	2	8	New shop floor, canteen & office layouts, one-way systems. Use of face masks in facility. BUMP system introduced.	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.	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	3	1	3
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). Masks in use across the company.	3	1	3
Transmission of COVID-19 by hand contact with surfaces, doors, equipment, parts, etc.	None required before pandemic issues	4	3	12	Disposable gloves worn by all shop floor staff. Office staff to maintain regular hand washing/sanitizing. Daily cleaning/sanitizing of all communal surfaces. Cleaning solution available for desks and benches.	3	1	3
Transmission of COVID-19 via lack of hygiene.	None required before pandemic issues	4	2	8	Overalls to be washed and changed weekly as a minimum and non-disposable PPE to be cleaned at least daily.	3	1	3
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	4	2	8
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	1	2
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 completed with all returners and starters.	3	1	3
Transmission of COVID 19 via visitors/deliveries to the factory.	None required before pandemic issues	4	3	12	Minimising visitors/delivery drivers. 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
New Covid-19 variant strains introduced additional symptoms	None required prior to pandemic	4	4	16	Covid action plan reviewed and updated to reflect new symptoms. Staff to be briefed on additional symptoms.	3	2	6
Local cases rising and very high compared to rest of country	None required before pandemic issues	5	4	20	Reinforce risk assessment and re-issue to all employees for reading and signing. Reinforce need for care and distancing.	5	3	15
<b>(Severity and Likelihood Rated 1 to 4 i.e. 2 x 4 = 8 Risk Rating)</b> <b>Risk Ratings of greater than 4 need extra controls put in place.</b>								

**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"/>                     | Work 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 <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