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| **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** | Rev 0 24/03/2020Rev 1 27/05/2020Rev 2 09/07/2020 | Rev 3 02/10/2020Rev 4 05/01/2021Rev 5 11/08/2021 |
| **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 | [ ]  | Medium | [ ]  | Low | [ ]  | Acceptable | [x]  |
| **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 Harris12/05/2020 |
| 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 Taylor27/05/2020 |
| Amend to include Human Factors information | 09/07/20 | E Taylor | E Taylor 09/07/2020 |
| Reviewed and updated to reflect changes as infection rates increase. | 02/10/20 | E Taylor | E Taylor05/10/2020 |
| Reviewed and updated to reflect Scottish & UK Government legislation changes and HSE Guidelines | 11/08/2021 | K Fordyce | K Fordyce11/08/2021 |

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| **Risk Assessment Evaluation** |  |
| **Hazards and related consequences** | **Existing Control Measures** |  |  |  | **Additional Control Measures Required** | **Residual Risk** |
|  |  | **S** | **L** | **R** |  | **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/clock out reinstated for fire evacuation reasons. No queues evidenced. | 1 | 1 | 1 |
| 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 lunches staggered to reduce numbers. Physical distancing measures in place for rest/eating areas. Additional areas assigned for this purpose.  | 2 | 1 | 2 |
| Storage of food and use of vending machines is a risk of transmission | None required before pandemic issues | 4 | 3 | 12 | All food in sealed containers and hand sanitizer available for use. | 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. | 3 | 1 | 3 |
| Physical distancing compromised as people move about | None required before pandemic issues | 4 | 2 | 8 | Physical distancing levels reduced to 1m. One-way system no longer in operation. Meeting rooms may now accommodate up to 9 people. | 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 two people at a time permitted in smoking shelter. Rear car park is now designated for smoking. | 1 | 1 | 1 |

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| **Hazards and related consequences** | **Existing Control Measures** |  |  |  | **Additional Control Measures Required** | **Residual Risk** |
|  |  | **S** | **L** | **R** |  | **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. Individual hand sanitizers issued to office staff. | 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 1m 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 | Office staff to maintain regular hand washing/ sanitizing. Daily cleaning of all communal surfaces. Desks/workbenches to be sanitized before lunch and at end of shift. The requirement to wear disposable gloves on the shop floor has been removed. Requires extra vigilance in the use of sanitizers. | 4 | 1 | 4 |
| 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. | 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:**

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

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.

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