

<b>Subject of Assessment</b>	Workplace assessment for all areas of Aero Fabrications Limited at the Watnall site. Notes: This assessment includes the provisions required for workshop staff to travel to/from work and work safely within the workshops during the COVID-19 pandemic in line with Government requirements. <ul style="list-style-type: none"> <li>Some office workers are working from home. DSE Workstation risk assessments have been carried out for home workers and regular briefings are held with them.</li> </ul>	<b>RA No.</b>	Issue 3
<b>Task/Activity</b>	Engineering activities associated with the design, manufacture, assembly, testing and associated components.		
<b>Assessor</b>	Peter Skop (PSA)	<b>Location of Assessment</b>	AERO FABRICATIONS LIMITED (Watnall)

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

This Risk Assessment has been compiled in conjunction with the current guidance document from HM Government (reviewed on 25<sup>th</sup> May 2020):

**Factories/Plant and Warehouses.**

Thinking about risk/Who should go to work/Social distancing at work/Managing your customers/visitors and contractors/Cleaning the workplace/Personal protective equipment (PPE) and face coverings/Workforce management/Inbound and outbound goods.

<b>Hazard Ref</b>	<b>Hazards (Unsafe Condition)</b>	<b>Who is at risk? (and how)</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>	<b>Adequately controlled?</b>
1	Covid-19 Arrangements            <b>Continued.....</b>	Employees, contractors and visitors	<ul style="list-style-type: none"> <li>• Only contractors/visitors completing essential work are permitted into the building.</li> <li>• Pre-Visit questionnaire completed for all contractors/visitors.</li> <li>• Site rules and procedures for contractors have been reviewed and updated for COVID-19.</li> <li>• Staying COVID-19 Secure in 2020 poster is displayed</li> <li>• Site rules (i.e. handwashing) are issued and acknowledged by all contractors before entry into the building.</li> <li>• An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point and throughout the building. Symptomatic individuals will not be allowed entry.</li> <li>• All staff to maintain a two metre distance at all times, workstations adjusted to ensure this.</li> <li>• Staff to work side by side or facing away from each other rather than face to face.</li> <li>• Appropriate PPE shall be are used where the 2 metre distancing rule cannot be applied.</li> <li>• Workstations and equipment are cleaned with disinfectant on a regular basis.</li> <li>• Staff numbers on site at one time have been reduce to approx. 50%</li> <li>• Posters displayed in prominent positions to remind staff to regularly wash their hands.</li> <li>• Tool box talks completed to remind staff on the importance of hand washing and social distancing.</li> <li>• Ongoing checks completed during the day to ensure hand washing facilities (soap/sanitisers) are available.</li> <li>• Sufficient hand washing facilities are available on entry into the building and throughout the workshops/offices. Signage is in place requesting staff use these facilities.</li> </ul>	L	M	M	Yes

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1	....Continued  COVID-19 Arrangements		<ul style="list-style-type: none"> <li>All employees issued with own supply of sanitiser.</li> <li>Copies of the <b>Coronavirus Public Information poster</b> (HM Government/NHS), shown around site.</li> <li>Staff enter the building maintaining the two metre rule. Workplace transport risk assessment has been reviewed to ensure there no additional risks. Minimised Lift Truck Operators always wear gloves.</li> <li>Staff are reminded daily that they should only come into work if they are well and nobody in the household is self-isolating.</li> <li>Staff are encouraged to highlight any ideas for improvement.</li> <li>COVID-19 arrangements reviewed to ensure the latest <a href="#">UK Government guidance for COVID-19 in factories, plants and warehouses</a></li> </ul>	L	M	M	Yes
2	COVID-19 Travel	Employees, contractors and visitors	<ul style="list-style-type: none"> <li>All staff are asked not to travel into work together.</li> <li>Staff are advised to travel in <a href="#">accordance with the latest UK Government guidance</a> and to check this regularly.</li> <li>Employees ensure that any vehicle is left fully cleaned/sanitised for the next user.</li> </ul>	L	M	M	Yes
3	COVID-19 Cleaning	Employees, contractors and visitors	<ul style="list-style-type: none"> <li>Production may be paused in the day to allow workstations and equipment to be cleaned with disinfectant.</li> <li>Wet floor signs to be displayed after cleaning in the day.</li> <li>If a member of staff with suspected Covid-19 has entered the building <a href="#">UK Government guidance for cleaning (non-health care settings)</a> will be followed.</li> </ul>	L	M	M	Yes

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4	COVID-19 First Aid	First Aiders	<ul style="list-style-type: none"> <li>First aid needs assessment has been reviewed and updated. With first aiders briefed on recommended First-aid safe working practices during the COVID-19 pandemic.</li> <li>A review of current cover has been reviewed, to ensure adequate first aiders during COVID-19 arrangements (currently 4 First Aid staff on site).</li> <li>First aid provisions (in particular, nitrile disposal gloves) are checked daily to ensure they remain fully stocked.</li> <li>In an emergency people do not have to stay 2 metres apart if it would be unsafe.</li> <li>First aiders involved in the provision of assistance are reminded to pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> <li>First Aid Facilities provided.</li> </ul>	L	M	M	Yes
5	Slips, Trips, Falls	Employees and contractors	<ul style="list-style-type: none"> <li>Cleaning staff in place including daily inspection.</li> <li>Hand-rails in place on all stairs and cleaned regularly.</li> <li>Clear desk policy, staff clear desks at the end of the day, complete filing and check workstation area is clear for cleaner.</li> <li>Cables connected to prevent trailing over traffic route or between desks, cable covers used where this cannot be avoided.</li> <li>Weekly visual monitoring checks completed by office manager.</li> <li>Rest room provided with kitchen, no food policy in factory office areas, clear table policy, cups cleaned daily/dishwasher</li> <li>Spills cleaned up immediately.</li> <li>Transparent (e.g. glass) doors or walls are protected or made of safety material.</li> </ul>	L	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
6	Contact with Electricity	Employees and contractors	<ul style="list-style-type: none"> <li>Fixed electrical installation inspected and tested every 5 years.</li> <li>No personal electrical equipment such as phone chargers are permitted to be used on the premises.</li> <li>Weekly visual monitoring checks completed by the workshop manager.</li> <li>All workshop staff carry out a visual check of portable electrical appliances prior to use.</li> <li>All portable electrical items are routinely tested and records kept.</li> </ul>	L	L	L	Yes
7	Fire	Employees, contractors and visitors	<ul style="list-style-type: none"> <li>Fire risk assessment completed and reviewed for the current working pattern.</li> <li>Evacuation Plan completed.</li> <li>Ongoing fire safety duties reviewed to ensure these are completed with reduced staff numbers (1 Furloughed and 1 working from home, members of the Fire Team).</li> <li>There is an adequate number of fire wardens.</li> <li>The fire assembly points are adequate to ensure social distancing can be maintained with the revised shift patterns.</li> <li>Fire Alarm testing to be reinstated from 25/05/20</li> <li>Emergency Lighting testing to be arranged as soon as possible.</li> <li>A Fire Evacuation (False Alarm) has taken place during the current pandemic (recorded on fire panel).</li> </ul> <p><b>NOTE:</b> In an emergency people do not have to stay 2 metres apart if it would be unsafe.</p>	L	L	L	Yes

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8	Inadequate Welfare Facilities - compromising Covid-19 Social Distancing & hygiene measures	Employees	<ul style="list-style-type: none"> <li>Staff provided with a suitable area for rest breaks.</li> <li>Separate male and female toilets, supplied with hot and cold water, soap and paper towels. 1 in 1 out regime established for all toilets (Post-It on door when occupied).</li> <li>Clean potable water supplied in the rest area.</li> <li>No shared crockery.</li> <li>Staff have been trained in the procedures to take if a member of staff is symptomatic.</li> <li>Clean workplace with appropriate waste containers.</li> <li>Seating is arranged to maintain 2m metre rule.</li> <li>Outdoor areas are used for breaks where possible (own transport).</li> <li>Self-supplied meals are provided, with no food preparation in place, on site.</li> <li>Staff are encouraged to stay on site during working hours.</li> </ul>	L	M	M	Yes
9	Lack of general workplace ventilation	Employees, contractors and visitors	<ul style="list-style-type: none"> <li>There are no enclosed workrooms within the building that do not have access to natural ventilation, i.e. a window that can open.</li> <li>Windows are left opened to increase ventilation.</li> </ul> <p>Note: No mechanical (forced ventilation) is available on the premises.</p>	L	L	L	Yes
10	Low or uncomfortable workplace temperature	Employees, contractors and visitors	<ul style="list-style-type: none"> <li>Reasonable working temperature is maintained by the provision of an appropriate heating system.</li> </ul>	L	L	L	Yes

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11	Inadequate general access and egress lighting.	Employees and contractors	<ul style="list-style-type: none"> <li>Light levels are suitable for general access and egress requirements.</li> <li>Regular maintenance is carried out on lights to ensure they work and are kept clean.</li> <li>See separated risk assessments in relation to the adequacy of the light levels.</li> </ul>	L	L	L	Yes
12	Poor Access/Egress	Employees and contractors	<ul style="list-style-type: none"> <li>Movement is limited by reducing non-essential trips in and around the building.</li> <li>High standards of housekeeping are maintained of access and egress routes. Daily checks are carried out.</li> <li>Emergency lighting is provided.</li> <li>See separate risk assessment for traffic management and loading and offloading; this has been reviewed for COVID-19</li> </ul>	L	L	L	Yes
13	Falling from Height	Employees and contractors	<ul style="list-style-type: none"> <li>All raised walkways have appropriate maintained hand railing and tow boards.</li> <li>See separate risk assessments for work activities that involve working at height. Work at height risk assessment and safe system of work reviewed to ensure the task can be completed safely with lower staff members and lone working is avoided.</li> </ul>	L	M	M	Yes
14	Aggressive Behaviour	Employees and contractors	<ul style="list-style-type: none"> <li>No contractor/visitors are permitted onsite during the COVID-19 outbreak. All unsolicited visits are managed by security arrangements on site with support of the General Management.</li> </ul>	L	L	L	Yes

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15	Stress	Employees	<ul style="list-style-type: none"> <li>1-2-1 meetings held regularly with employees and managers</li> <li>Working hours monitored</li> <li>Performance monitored</li> <li>Health monitoring in place</li> <li>Employee Assistance Program in place and available to all</li> <li>Employee well-being initiatives in place</li> <li>Sickness absence monitored</li> <li>Stress questionnaire used to identify cause of stress</li> </ul>	M	L	M	Yes
16	Exposure to hazardous substances	Employees and contractors	<ul style="list-style-type: none"> <li>COSHH risk assessments have been carried out.</li> <li>Assessments have been reviewed recently to ensure their adequacy in relation to COVID-19. Refresher information, instruction and training carried out to communicate COVID-19 arrangements.</li> <li>COSHH assessments created and communicated to all staff for new cleaning products.</li> </ul>	L	L	L	Yes
17	Poor storage and transport of equipment and materials	Employees and contractors	<ul style="list-style-type: none"> <li>See separate risk assessments for storage arrangements, forklift truck operations and the use of handling aids.</li> <li>Risk assessments reviewed to ensure task can be completed safely with lower staff numbers.</li> <li>See separate risk assessment for traffic management and loading and offloading.</li> <li>Revised pick-up and drop off location points for deliveries and collections.</li> <li>Reduce equipment rotation where possible.</li> <li>Touch points cleaned on a regular basis (i.e. pallet trucks).</li> <li>Reusable storage boxes are regularly cleaned.</li> <li>Paperless transactions completed where possible.</li> </ul>	L	M	M	Yes



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18	Pressure systems	Employees and contractors	<ul style="list-style-type: none"> <li>See the separate risk assessments/inspections for the compressed air systems and associated pipe work systems.</li> </ul>	L	L	L	Yes
19	Manual handling activities	Employees	<ul style="list-style-type: none"> <li>See separate risk assessment for detailing significant manual handling activities.</li> <li>All lifting tasks that require two-man lifts are reviewed and adjusted to ensure social distance is maintained.</li> </ul>	L	M	M	Yes
20	Lack of maintenance and inspection of workplace plant and equipment	Employees and contractors	<ul style="list-style-type: none"> <li>Informal inspections are carried out of all workplace plant and equipment.</li> <li>A planned preventative maintenance program is in place for all workplace plant and equipment and all maintenance is carried out by a competent person, with records kept.</li> </ul>	L	M	M	Yes
21	Using unsafe work equipment	Employees and contractors	<ul style="list-style-type: none"> <li>See separate risk assessments for the engineering activities associated with the manufacture, assembly, testing and packing of thermal control valves and associated components.</li> </ul>	M	M	M	Yes
22	Display Screen Equipment	Employees	<ul style="list-style-type: none"> <li>Display screen equipment (DSE) assessments have been carried out for all users and recently reviewed in line with COVID-19 requirements. DSE equipment is very rarely shared.</li> <li>All users of DSE equipment have received HSE guidance and PowerPoint Presentation related to display screen operations.</li> <li>Touch Screen Stylus provided for all relevant employees, involved in the use of touch screens.</li> </ul>	L	L	L	Yes

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23	Noise	Employees and contractors	<ul style="list-style-type: none"> <li>• Hearing Protection is available for use and must not be shared</li> <li>• Employees instructed to disinfect the hearing protection before and after use and store in the in the bag provided.</li> <li>• Hearing protection is enforced where staff are exposed to the Upper Action Levels.</li> <li>• A noise risk assessment has been completed within the last 2 years.</li> <li>• Recommendations from the noise assessment have been fully implemented.</li> <li>• A review of the noise assessment is planned before the review date.</li> </ul>	L	L	L	Yes
<b>Additional Site Specific Arrangements</b>							
See accompanying document, detailing actions to be carried out.							

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

**Risk Assessment References – Notes**

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992  
 The Management of Health and Safety at work Regulations 1999  
 HSE Managing the Causes of Work Related Stress HSG218 2007  
 HSE Books 1998 Lighting at Work HSG38  
 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers  
 UK Government information on Coronavirus (COVID-19):  
[UK Government COVID-19 Information](#)  
[Working safely during COVID-19 in factories, plants and warehouses](#)  
[HSE information on Coronavirus](#)

<b>Date of Assessment</b>	25 <sup>th</sup> May 2020	<b>Carried out by</b>	Peter Skop (PSA)
<b>Reviewed Date</b>	Weekly to ensure compliance with COVID-19 measures	<b>Reviewed By</b>	