



GRA064 - Covid-19 in the workplace

SIGNIFICANT HAZARDS		ASSESSMENT OF RISK		
		LOW	MED	HIGH
1	Contracting the COVID-19 virus in the workplace	X		

**ACTIONS ALREADY TAKEN TO REDUCE THE RISKS:**

**Compliance with:**

Workplace (Health, Safety and Welfare) Regulations 1999  
COSHH regulations 1999  
Government guidance

**Planning:**

All actions are coordinated and delivered by a senior management team, AFirm which regularly meets to review the changes and effects on the business by COVID -19. Its main aim is to maintain business continuity as a critical supplier to the Healthcare and Data Centre sectors in a safe manner ensuring a duty of care to its employees by reviewing all aspects of the business to ensure the risk of transmission of the COVID -19 virus is low within the workplace.

**Physical:**

**Travel to work:**

- Wherever possible workers should travel to work alone using their own transport avoiding Public transport where possible.
- Provide hand cleaning facilities if possible at building entry and exit points. This is provided in the form of hand sanitiser.
- If operatives must share vehicles wherever possible make sure the same operatives are sharing each day that they keep contact to a minimum and distancing to a maximum by allowing the passenger to sit in the rear nearside seat furthest away from the driver.
- Pool vehicles must be cleaned on a regular basis.

**Travel to site:**

- Wherever possible workers should travel to site using company transport.
- If operatives must share vehicles wherever possible make sure the same operatives are sharing each day and they keep contact to a minimum and distancing to a maximum by allowing the passenger to sit in the rear nearside seat furthest away from the driver.
- When 2 or more passengers, not from the same household then an initial assessment must be made by all occupants of the vehicle prior to travelling. If all occupants feel comfortable without wearing a mask then masks do not have to be worn. Even if only one of the occupants feels it necessary to wear a mask when travelling then masks must be worn by all occupants of the vehicle.

- Company vehicles must be cleaned on a regular basis prior to the vehicle being used and after use prior to handback. This is the responsibility of the driver / passenger as applicable.
- Each vehicle contains the following PPE and cleaning supplies, antibacterial spray, antibacterial wipes, alcohol based hand sanitiser, nitrile gloves and surgical masks.

#### **Close Working:**

- Situations will arise where it is not possible or safe for workers to distance themselves from each other by 2 metres.
- Working from home has been implemented, where possible on either a permanent or rotational basis.
- Clear screens to be fitted, where deemed necessary to office desks, reception area and stores goods receiving area.
- Use of floor tape to mark 2 metre spacing.
- Shift patterns have been reviewed with the introduction of a 3 shift system in the main assembly area.
- Task(s) must be kept to a minimum and the task(s) must be planned to keep exposure down.
- Masks are available and if 2 metres social distancing separation can't be achieved these further control measures must be implemented.

#### **Where Workers Can Distance Themselves By 2 Metres Or More:**

- Plan work to minimise interaction between workers.
- Minimise face to face contact.
- Keep groups of workers together and as small as possible to minimise the risk of transmission across the whole workforce e.g. maintain the same teams and shift patterns.
- Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, should be thoroughly cleaned after use and not shared between workers.
- Single use PPE, e.g. dust masks and vinyl gloves, should be disposed of so that they cannot be reused.

#### **Site Meetings:**

- Wherever possible action meetings through remote facility such as Microsoft Teams, Zoom, Skype etc.
- Only absolutely necessary meeting participants should attend.
- Attendees should be at least two metres apart from each other.
- Rooms should be well ventilated/windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.

#### **Hand Washing:**

- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand cleaning facilities if possible at building entry and exit points. This is provided in the form of hand sanitiser.
- Wash hands with soap and warm water for a minimum of 20 seconds.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Provide suitable and sufficient rubbish bins for paper hand towels with regular removal and disposal.

**General Cleaning:**

- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particular in areas of high use such as door handles, hand rails, sanitary ware, reception areas etc using appropriate cleaning products and methods.
- Employees must clean their immediate work area, tools and instruments as applicable with antibacterial wipes prior to starting and on completion of work.
- If possible avoid touching communal surfaces that others may have come in contact with, (door handles etc)

**Mezzanine / Canteen and Eating Arrangements:**

- Whilst there is a requirement for us to provide a means of heating food and making hot drinks, these are exceptional circumstances and all efforts are made to ensure cleanliness of all kitchen equipment, work surfaces and tables. Antibacterial spray and wipes are provided for individuals to wipe down items before and after use. This task is also performed periodically by a cleaner appointed to clean all factory areas ongoing throughout the day shift.
- The workforce should also be encouraged to stay on the premises once they have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should be staggered to reduce congestion and contact at all times.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- The table should be cleaned before and after use by the person using it.
- All rubbish must be put straight in the bin and not left for someone else to clear up.
- All areas used for eating are thoroughly cleaned each shift, including chairs, door handles and vending machines.
- Please try where possible to bring pre-prepared meals and refillable drinking bottles from home.

**Material Deliveries:**

- Ensure adequate safe drop off area within stores where delivered items can be left by the driver.
- Handle all goods wearing appropriate PPE
- Use same operative to deliver materials from the stores area to point of use.
- Ensure materials are correctly wiped down with appropriate sanitising wipes or recommended cleaning products.
- All drivers must complete a declaration form confirming their travel movements within the last 14 days and during that same period if they have had close contact with anyone diagnosed with COVID -19.

### **Moving Between Departments:**

- It is vital that when at work cross contamination between departments is kept to an absolute minimum so whenever possible please stay within your own areas. We feel this will keep cross contamination as low as reasonably practicable.
- If you feel that someone on the premises is not adhering to rules set out by the government or AF Switchgear Group companies, it is important that you raise this with your Line Manager/supervisor immediately.

### **Visitors:**

- We must regulate our normal on site hospitality procedures and have introduced an AF Group guidance document:- Visitor Protocol during COVID-19. This guidance sets out rules and observations which will ensure the safety of all visitors and our employees during their stay

### **Away from Work:**

- It is vitally important that during this time that you do everything you can to limit the spread of Covid-19, to help us provide and maintain the safety and wellbeing of all staff members who are at work you must adhere to social distancing away from work as per government guidance.
- If you or members of your household are showing signs/symptoms of COVID -19 or have been in direct contact with anyone else showing signs/symptoms of COVID -19 you **MUST** not come to work and inform the CSD Manager immediately.

### **Symptoms of Covid-19:**

- If any employee should become ill whilst at work, e.g. a new continuous cough or high temperature then they should inform their immediate supervisor and go home immediately and contact 111 following procedures set out by Public Health England and the government.

### **Managerial/Supervisory:**

It is the responsibility of direct supervision to ensure rules on safe distancing are observed and to constantly communicate with all employees concerning any individual concerns they may have in relation to distancing and cleanliness within the workplace.

### **Training:**

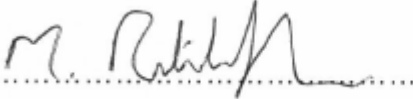
Personnel must be suitably trained to use the PPE provided.

# Staying COVID-19 Secure in 2020

In taking the measures within the contents of the above risk assessment we confirm compliance with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Signed: 

Date: 21<sup>st</sup> May 2020

Group Health and Safety Officer

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647 )