

Risk Assessment Ref: #172 (V3)

Assessed by: K Dallas 12/05/2020

Reviewed: K Dallas 15/10/2020

OPERATION/PROCESS – COVID-19

LOCATION – M-Sport Ltd



WORK ACTIVITY	HAZARD	RISK GROUP	CONTROL MEASURES IN PLACE	FURTHER ACTION REQUIRED
<p>Working for M-Sport Ltd. during the Coronavirus (COVID-19) Pandemic.</p> <p>The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p>	<p>People attending work whilst infected with COVID-19</p> <p>Poor personal hygiene risking virus spread</p> <p>Being in close proximity to others that could be infected with COVID-19 asymptotically</p>	<p>All Staff</p>	<p>Employees are regularly informed of the latest government guidance via internal memos. This includes latest Government and NHS guidance on what the symptoms are and what to do if they, or anyone in their household, experience these. Anyone experiencing symptoms, or living in a household with someone experiencing symptoms, are told to stay at home and not attend work. If an employee begins to experience symptoms whilst at work they will be asked to return home immediately. Any staff that are requested to self-isolate by the NHS must do so. Memos contain full details of these procedures and are emailed to staff directly and also available on the server. HR / H&S maintain contact with anyone self-isolating / diagnosed so it can be decided when they are safe to return to work.</p> <p>All staff to wash hands for at least 20 seconds regularly throughout the day. Hand sanitiser is also available at locations across the site but does not replace the need for regular hand washing. Staff must avoid touching their face and must catch sneezes and coughs in tissues.</p> <p>Government social distancing guidance must be followed whenever possible. The latest government guidance and workplace control measures are communicated to staff via internal memos. Social distancing and best hygiene practice measures are considered to be enough to provide adequate protection from contracting COVID-19 at work without a need for extra PPE such as face coverings. If staff do choose to wear a face covering, best practice for wearing face coverings is included in internal memos.</p> <p>If a task would require staff to work closer to others than the social distancing guidelines recommend, it must be considered if the task is absolutely necessary. The task should be avoided if it can be, or should be completed differently to allow social distancing to be maintained. If working in close proximity to others is unavoidable, particularly where more than one person is required to complete an essential task safely, staff should only work with required others as a 'fixed team' and avoid mixing with any others or changing the people within the fixed team. Any close proximity work should be completed using back-to-back or side-by-side working rather than face-to-face wherever possible. If an essential task requires staff to work in close proximity for an extended period of time (i.e. over 15 minutes), face coverings should be worn. These will be available to staff when required.</p>	<p>Measures will be reviewed regularly and in line with any government guidance updates.</p> <p>Staff are encouraged to raise any suggestions or concerns they have to the H&S department, particularly if any of their usual work place practices change.</p>

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	<p>Contracting COVID-19 from infected surfaces in shared areas</p> <p>Staff mixing at break times or before and after work hours</p> <p>Reduced staff numbers being below the minimum number required for safe operating</p> <p>Travelling to work</p> <p>A member of staff being confirmed as COVID-19 positive</p> <p>New employees not being aware of the safety measures in place</p>		<p>The need to touch shared surfaces has been reduced where possible, for example doors that can be left open will be to reduce touching of door handles (not fire doors). Onsite cleaners are regularly cleaning all surfaces in shared areas as well as door handles, light switches etc.</p> <p>All measures in place to protect staff from COVID-19 continue to be in place when arriving at work, during break times and when leaving work. The canteen and breakroom seating areas have been reduced and staff are encouraged to eat lunch outside following social distancing guidance, at their desks or in their cars. This message is reinforced via internal memos and signage.</p> <p>Any tasks that require a specific number of people for safe operation cannot be completed if the minimum number of people required cannot be reached. Current staff numbers contain an adequate number and distribution of first aid and fire warden trained staff.</p> <p>Staff should avoid lift sharing where possible unless with members of their household. If staff cannot avoid lift sharing, they should only share with the same person as a 'fixed paring'.</p> <p>Any staff that are requested to self-isolate by the NHS must do so. If a member of staff is tested as COVID-19 positive, they must inform HR by telephone. They must follow the latest self-isolating guidance and not attend work for this period. Anyone they have worked in close proximity with will be informed and it will be discussed if they should self-isolate. Latest NHS guidance will be followed and is made available to staff in the internal memos. Their department and any other areas visited will be cleaned in line with government guidance. HR / H&S (Kirsten Dallas) will be the main contact and will inform Public Health England when required.</p> <p>H&S will email new employees with the risk assessment and latest staff memo. This will also be an opportunity for H&S to ask if the employee has any concerns and reassure them about the safety measures in place to protect staff at work. Upon restarting work, employees will be inducted on the safety procedures by H&S during the normal induction process.</p>	<p>Ensure number of trained staff is maintained at safe levels as staff return.</p>

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	<p>Employees concerns about COVID-19 and the impact it has on their lives affecting their mental health</p> <p>Staff not being aware of measures implemented</p> <p>Contracting COVID-19 while conducting office work</p> <p>Contracting COVID-19 when attending on-site meetings</p> <p>Contracting COVID-19 while conducting site maintenance</p> <p>Contracting COVID-19 while working in Stores and Goods In</p> <p>Contracting COVID-19 while working in workshop areas and departments</p>	<p>Staff and delivery drivers</p>	<p>Government advice on the health and wellbeing aspects of coronavirus is highlighted to staff in the internal memos. If employees feel the impacts of COVID-19 is affecting their mental health, they can talk in confidence to HR / H&S who can reassure them, direct them to available government guidance or advise they seek medical advice.</p> <p>H&S to send regular memos to highlight any changes and to remind staff of all guidance and measures in place. Information for staff is available on the server. Awareness posters have been placed at visible points around the site and more can be added as required.</p> <p>Workstations have been moved to ensure separation that adheres to social distancing guidance. Employees with a desk are required to take responsibility for cleaning their area and desk equipment with the provided sanitising spray. Head-sets have been provided for staff regularly participating in teleconferences.</p> <p>Employees are to avoid meetings as much as possible. Staff should communicate by phone, email and video conferencing facilities wherever possible instead of meeting in person. If a meeting must take place, participants should use a large, well ventilated room and ensure the room follows social distancing guidance. Hand sanitiser is available in meeting rooms.</p> <p>Site maintenance employees work outside for much of their day where the risk of contracting COVID-19 is considered to be lower. However, they are all reminded to continue following social distancing and the measures in place for any required close proximity working. Onsite cleaners are routinely cleaning and disinfecting the site.</p> <p>At goods in, delivery drop-offs and collections are completed following the courier company's contactless and socially distanced delivery methods. Items are signed for by the delivery driver. Staff are reminded to sanitise any shared equipment.</p> <p>Department and workshop staff are responsible for sanitising their work station with the products provided. Staff must clean shared tools after use and not use tools from other people's tool boxes. Social distancing should be followed whenever possible. If it is impossible to complete an essential task while social distancing, the measures described above for close proximity working must be followed. The number of people at the stores counter will be limited.</p>	

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	Contracting COVID-19 from surfaces in shared vehicles		Only essential use of shared work vehicles should take place. If an essential trip has to be made, avoid having more than one person in a vehicle where possible. If it is essential to have more than one person in a vehicle, spread out around the vehicle as much as possible and wear a face covering if social distance can't be maintained. Staff are required to sanitise the vehicle's interior and frequently touched areas after use. Sanitiser is available from the Operations Office and Stores. Gloves should be worn when using fuel pumps.	
	Staff attending events	Staff attending events	The safety measures described for attending work at Dovenby Hall will apply to staff members working on events, especially those referring to self-isolating, social distancing, hygiene and close proximity working. Staff must also adhere to any measures prescribed by the event organisers or team they are working with. Event co-ordinators are responsible for communicating event specific measures to the traveling team. The Travel Office is responsible for detailing any country specific requirements in travel schedules, particularly those related to traveling in a country or with the relevant airlines. PPE will be available to those that require it when travelling or working on events. Employees traveling independently to an event (eg. customer engineers) are responsible for ensuring they are aware of the event specific and country specific COVID-19 safety procedures. If anyone coordinating or traveling to an event are not satisfied with the measures in place by the event organisers or host county, they must raise their concerns with H&S so extra measures can be put in place to protect staff, or decide if it is not safe to attend an event.	
	Emergencies, such as a fire, occurring while measures are in place to protect from COVID-19	Staff and visitors	Normal emergency procedures all apply. In case of a fire emergency, follow normal procedure and leave the building by the nearest fire escape. It is not essential to maintain social distancing if this will slow your exit from the building. Resume social distancing at fire muster points. First aiders must familiarise themselves with the latest government guidance for staying safe if administering first aid that is communicated in the internal memos. Extra PPE has been made available in the main workshop and main hall first aid kits. All staff should familiarise themselves with who their nearest first aiders are. These are highlighted on the skeleton staff list. All staff are reminded in internal memos to ensure their emergency contact details are up to date and to contact HR with any changes.	

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	<p>Visitors to site being infected with COVID-19 or contracting it on site</p> <p>Staff becoming lax at following safety measures or disregarding the procedures</p>	<p>Staff and visitors</p>	<p>Visitors to site should be kept to a minimum. Visits should only go ahead if absolutely necessary and meetings cannot be held remotely. Procedures are in place for on-site meetings and can be sent in advance to visitors to remind them not to attend if they experience symptoms or are required to self-isolate, to follow social distancing and best hygiene practice, how to safely access the site etc. Guidance is also issued to staff hosting visitors. If social distance can't be maintained by visitors, they and their hosts should wear a face covering. Visitors to site must sign in at security and their phone number will be taken for contact tracing purposes.</p> <p>Staff will continue to receive internal memos to remind them of the safety measures in place and the importance of these. Signage can be added as required to ensure measures are being followed. Department Heads must regularly check staff are following the latest measures and encourage compliance. Any repeated disregard for the safety measures should be reported to H&S.</p>	
	<p>COSHH</p>		<p>Reynard Multi-Surface Sanitising Spray – not classed as hazardous Reynard Antibacterial Hand Sanitising Foam – not classed as hazardous</p>	