











Zone / Area:	GKN Telford	Equipment:	Site	Date:	29/06/2020
Process:	Generic risk assessment for dealing with the current COVID-19 situation in the workplace.				
Date of Review:	10/07/2020	Persons Involved:	E Mason		
Assessment No:	HSE903revE	Accepted by:	M Smith / D Dobson / E Mason		

**Mandatory Safety Precautions**

**Operators MUST continue to wear PPE / RPE as stated in their specific zone / process risk assessment. The control in this assessment are additional and do not override operational control measures.**

**Operative PPE requirements for this operation**

									
Safety Shoes	Gloves	Hearing Protection	Hard Hat	Overalls	Eye Protection	Face Protection	High Visibility Clothing	Dust Masks	Other (please specify)

**Specific PPE comments or requirements**

As of 06/05/2020, UK Government has not stipulated the wearing of any additional PPE / RPE within a workplace.

Hazard Identified	Who might be harmed ?	How might they be harmed ?	Current Control Measures	L	S	RR	Additional Control Measure Required (Transfer to Zone Action Tracker)
Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Physical contact with COVID-19 by touching contaminated surfaces	Suitable and sufficient handwashing facilities are available throughout the site. Users of all facilities must raise areas of concern in the first instance with their Zone Leader / Line Manager.	3	4	12	
			Hand gel sanitisers are available where washing facilities are not readily available. Provision of hand gel sanitisers will be on a case by case base to support control of stock.				
			All staff have been advised on the UK Government recommended handwashing regime through communication notices. Posters have also been display at key locations around the site as reminders to all employees. All staff must wash hands for 20 seconds each time with soap and water, or hand sanitiser when: • Get home or into work • Blow your nose, sneeze or cough • Eat or handle food				
			All staff are to cease shaking hands as a greeting gesture with immediate affect.				
			Where practicable all doors / internal barriers have been opened. Where internal barriers have been opened additional signage has been put in place.				
			Work overalls or any protective clothing must not be taken home. All work overalls are to placed in lockers. You must still wear hearing and eye protection inside the building on start and finish of shift when clocking.				
			All staff are encouraged to use external routes when moving between building.				
			Where practicable GKN will request staff to work from home.				

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Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Physical contact with COVID-19 due to failure in cleaning regimes on likely contaminated surfaces	GKN Telford directly employs cleaning staff and also outsources cleaning to contract. Areas of concern must in the first instance be raised with your Zone Leader / Line Manager.	1	4	4	
			All cleaning staff have been advised on additional cleaning regimes; this includes increased frequencies in areas of high contact such as door handles, light switches, toilets, kitchen areas and vending machines. Additional cleaning resources are also available, if required, where the COVID-19 isolation area is used.				
			Within the canteens and toilets, visible sign off sheets are in place to help communicate the frequency of cleaning for all users. This will also provide evidence for reporting a break down in cleaning activities.				
			Where required operators have been provided with cleaning material for equipment consoles, Flt and pump trucks. Areas of concern must in the first instance be raised with your Zone Leader / Line Manager.				
			To support official cleaning regimes, all staff have been asked to clean rest area tables prior to leaving i.e. after coffee / lunch break. Cleaning materials have been provided.				

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Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Physical contact with COVID-19 due to working arrangements within workshop, office and rest areas and configuration of site pedestrian areas	Social distance of 2 metres, in line with the UK Government guidelines, is to be maintained wherever it is possible to achieve.	2	4	8	
			Team / Shift briefings must be carried out in line with social distancing rules. Where possible hold meetings outdoors or in a well-ventilated area / room.				
			Where possible work stations, both shop floor and office areas, have been relocated / repositioned to support compliance with the UK Government recommendation for social distancing of 2 metres.				
			Additional rest areas have been made available and signage has been placed on tables limiting 1 person to a table. Additional toilet facilities have also been made available. All staff must check with their Zone Leader / Line Manager on the location they are to attend in support of social distancing requirements.				
			Where the operational layout / requirements do not allow for a 2 metre separation, consideration must be given to staff working in changed positions such as side by side and facing away from one another. Where operational layout prevents this work-around resulting in staff working face to face the activity is to be immediately stopped and area management and the HSE Team are to be contacted for advice.				
			Visual aids have been put in place within floor areas around operator stations marked with yellow paint at a 2 metre distance. Also walkways at pedestrian pinch points have been marked out in 2-metre yellow painted lines to support adherence to the 2 metre rule.				
			Work schedules have been reviewed and staggered start, finish and break times introduced to reduce the overall head count on site at any one time. Individuals requiring alternative / changed times will be at Zone Leader / Line Manager discretion.				
			Where possible staff who have the ability and can be facilitated to work from home will be sanctioned via HR to work from home.				
			Social distancing requirements have been communicated to staff prior and upon their return to work. Posters are displayed throughout the site reminding staff of the 2 metre rule.				
			Where possible all group meetings are to be held via a conference call or WebEx meeting. Zone Leaders / Line Managers and other key personnel all have mobile phones and IT equipment to facilitate.				
GKN will inform, where practicable, relevant staff to work from home.							

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Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Transmission via airborne spread of virus.	Where operational risk assessments state PPE / RPE, requirement is mandatory and all staff must fully comply.	2	4	8	
			GKN will ensure, so far as possible, the supply of all protective equipment. Where the supply cannot be maintained production will be halted until such time PPE / RPE is available.				
			Without exception, staff are not permitted to supply their own PPE/ RPE for work related activities. Staff are permitted to wear their own supplied face coverings when not carrying out a work task which requires RPE. Staff owned face coverings must not interfere with provided PPE / RPE				
			Zone Leaders / Line Manager must ensure that PPE / RPE is worn in line with GKN risk assessments and procedures.				
			GKN will inform, where practicable, relevant staff to work from home.				
			<del>Where it is reasonably practicable office type fans are not to be used on site; this includes the use of air conditioning units.</del>				
			Where possible windows and bay doors should be opened to allow fresh air ventilation.				
Understanding COVID-19 Symptoms	GKN Staff	Lack of understanding / not recognising symptoms putting others at risk	All staff feeling / becoming unwell can self-certify for a week and self isolate at home following UK Government 'stay at home' guidance. Line Manager / HR will remain in contact with individuals as per standard procedures as a minimum requirement.	2	2	4	
			Where it is suspected that a member of staff is off work with COVID-19 symptoms the site management team will review current UK Government guidelines regarding actions and / or precautions that should be taken.				
			Where a member of staff requires isolation prior to transportation from site, they are to be relocated, via an external route, to the main foyer entrance of the Tech. Centre.				
			All employees are to raise concerns over any changes to their NHS vulnerable status or where they have concerns over a protected characteristic which may expose them to different degrees of risk.				
			Frequent communication will be issued to employees; both proactive and reactive in line with UK Government advice.				

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Mental Health Concerns	GKN Staff	Lack of understanding / not recognising symptoms putting others at risk	All levels of management have been made aware of the importance of good mental health.	2	2	4	
			Regular communication of mental health information and an 'open door' policy for those who need additional support.				
			Staff who are in a vulnerable group are encouraged to contact their Zone Leader / Manager to discuss any additional support needs.				
			All staff are to be encouraged not to share social media information. GKN will be sourcing all information from reputable sources and following official advise i.e. UK Government, World Health Organisation, H & S Executive.				
First Aid Treatment	GKN Staff / Visitors	Physical contact with COVID-19 due to First Aiders administering treatment in close proximity to the injured person	A NAB first aid room has been deep cleaned and set up with additional PPE for first aiders. This location has hand washing facilities.	2	4	8	
			Additional First Aider PPE kits have been located in the operations (Zone Leaders) office in the East End Building for use where injured persons are unable to access the NAB First Aid Room.				
			Where possible all persons requiring first aid are to request assistance and report to the NAB First Aid Room.				
			Where persons are not able, due to the nature of their injury, to report to the NAB First Aid Room, the First Aider must collect the relevant PPE before administering treatment.				
			Individuals will be asked to support first aiders by self-administering where possible. First aiders will be on-hand to provide advice and supply first aid provisions from the first aid kit.				
			Where first aiders are required to administer first aid to an individual they must don all applicable PPE before approaching the injured person (entering the 2m social distancing zone).				
			Where applicable, windows and doors are to be opened to allow fresh air into the treatment area.				

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Spread of Covid-19	GKN Staff / Visitors	Transmission from external persons and work related travel	All persons to access site are required to be GKN employees with granted permission from the Plant Director. <del>All site access for vehicles is restricted to North Gate. Sufficient parking is available on site.</del>	2	4	8	
			COVID-19 health screening questionnaire completed at gatehouse for all visitors.				
			Drivers to remain in cabs where possible. Paperwork to be left in pickup points. Delivery drivers must still be able to access welfare facilities when required and must be escorted and instructed on site COVID-19 control measure by area staff.				
			Travel restrictions have been applied to those employees who regularly travel as part of their role.				
			Permission for visitors to attend site must be granted by the Plant Director or HSE Manager. Where possible remote forms of communication must be considered as the first priority.				
			Visitor are restricted to conference rooms and all unnecessary movement around the site / workshops is to be avoided.				
Spread of Covid-19	GKN Staff / Visitors	Transmission through ignorance	Advisory signage has been displayed throughout the site / buildings.	2	4	8	
			Signage displayed will be reviewed and replaced as deemed necessary to support UK Government and GKN control measures.				
			Communication material has and will continue to be issue to all returning staff prior to arrival at work and upon start of first shift.				
Spread of Covid-19	GKN Staff / Visitors	Emergency evacuations	In an emergency, for example mass evacuation due to fire, all persons are to evacuate immediately and report to their nearest assembly point. Individual should only stay 2m apart if it is safe to do so.	2	4	8	
Removal of hearing protection leading to hearing damage	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Removal of hearing protection due to increased communication distance to 2m	As a mandatory hearing protection site hearing protection must not be removed. Where communication is impeded by the 2m social distancing rules persons must vacate to a non-mandatory area; such as an office or external area	2	4	8	
Increased Legionella risk	All persons on site; not limited.	Potential increase in legionnaires' disease due to lockdown creating conditions for legionella bacteria growth	There was no break in site Legionella testing during lockdown. Water is tested monthly by external contractor in the presences of the GKN Facilities Manager. All cooling towers, hot and cold taps in all welfare facilities are checked. Dip test are completed by GKN Facilities. All records are readily available.	1	5	5	

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Spread of Covid-19	IT Staff	Physical contact with COVID-19 by touching contaminated surfaces IT related equipment	Where possible IT staff must log on to computer accounts remotely as an administrator and not attend the call location. No 'drop-in' queries will be accepted by the IT Team; appointments will be arranged as required.	2	3	6	
			Prior to attending an onsite call out IT must instruct staff to clean down their IT equipment and desk area with provided cleaning material. IT staff, where deemed necessary are to repeat the cleaning of the work area.				
			IT staff are must ensure the 2m social distancing rule is maintained at all times.				
			Where possible IT are to attend a call with personal keyboards and mouse.				
			Use of the IT pool car is, where possible, to be limited. Where the use of the vehicle is required the areas of high contact are to be cleaned before and after used.				



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Spread of Covid-19	GKN staff within office environments	Physical contact with COVID-19 due to airborne spread and workstation arrangements within office areas, pedestrian flow around office areas	<p>Do not use this desk' signage has been displayed on all desk which cannot be used to support the 2m social distancing rules; assumptions have been made on full occupancy levels. Prior to staff returning to work Line Managers are to ensure that desks are made available for returning staff which ensures the 2m social distancing rules are maintained.</p> <p>Workstations must be assigned to individuals. No sharing or 'hot-desking' is allowed.</p> <p>Where desks / people cannot be moved Line Manager must notify the HSE Manager.</p> <p>Only where it is not possible to move desks / people will the use of screens be considered.</p> <p>All Line Managers, with returning staff, must liaise with other area managers to ensure that occupancy levels enable social distancing.</p> <p>All person requiring support from the IT department must comply with instructions.</p> <p>Colleagues' desks must not be 'visited'. Use of phones / face-time call or video conferencing must be consider as a first choice. Where face to face meetings are required staff must relocate to meeting room or outdoors locations whenever possible.</p>	2	3	6	
		Physical contact with COVID-19 due to failure in cleaning regimes on likely contaminated surfaces	Cleaning materials have been provided to support cleaning regimes where required.				

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Spread of Covid-19	GKN staff hosting visitors / contractors	Physical contact with COVID-19 due to persons being unfamiliar with site COVID-19 control measures; host responsibilities.	Where possible all hosts are to consider remote connections such as video conference calls.	2	4	8						
			Host are responsible for seeking permission from relevant senior managers for persons to attend site.									
			Host is responsible for communicating site control measures on social distancing and hygiene prior to or on arrival. Host must ensure full compliance.									
			Where a visitor fails to comply with site COVID-19 control measures they must be removed from site.									
			Host must inform all external person who are wearing personal face covering that they must be prepared to removed if asked to do so by security staff or any GKN employee for the purpose of identification.									
			Host must ensure that entry / exit routes used by visitors / contractors minimise contact with GKN staff wherever possible; avoid high traffic areas during shift change over.									
			COVID-19 health screening questionnaire must be completed at gatehouse for all visitors.									
		Transmission due to face to face meetings	Only absolutely necessary participants should physically attending meetings and all participants must maintain 2m social distancing throughout the meeting.									
			During meetings items such as pens, laptops / keyboards and phones must not be shared.									
			Meeting chair / lead must ensure hand sanitiser is available in the meeting rooms or ensure pump units have been pointed out and used by participants.									
			Where meetings are scheduled for extended periods of time participants should be encourage to bring their own food. No cantering services will be provided.									

		Severity					
		Minor injury, insignificant property or equipment damage 1	Non-reportable injury, minor loss of process or slight property damage, 2	Reportable injury, moderate loss of process, limited property damage. 3	Major injury, critical process loss, critical property damage. 4	Multiple fatalities, disabling injury, catastrophic business loss. 5	
Likelihood	Highly Likely (Almost certain)	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	Unlikely	2	2	4	6	8	10
	Extremely unlikely to occur	1	1	2	3	4	5

Key	Description
1 (Very Low)	Considered acceptable, no further action necessary
2-3 (Low)	No additional controls required unless they can be implemented at very low cost
4-12 (Medium)	Consideration should be given as to whether further control can be implement, but cost in further measures should be taken into account
13-20 (High)	Substantial effects should be made to reduce the hazard potential. Reduction measures implemented urgently within a defined period time period. Consider suspending or restricting the activity
21-25 (High)	Potential unacceptable, substantial improvements in controls necessary to reduce priority to an acceptable level. Work activity to be halted and actions taken to prevent activity progressing.