











Zone / Area:	GKN Telford	Equipment:	Site	Date:	30/11/2020
Process:	Generic risk assessment for dealing with the current COVID-19 situation in the workplace.				
Date of Review:	15/01/2020	Persons Involved:	E Mason		
Assessment No:	HSE903revF	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 controls 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
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Hazard Identified	Who might be harmed ?	How might they be harmed ?	Current Control Measures	L	S	RR	Additional Control Measure Required
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	<p>Suitable and sufficient handwashing facilities are available throughout the site.</p> <p>Users of all facilities must raise areas of concern in the first instance with their Zone Leader / Line Manager or Union H&S Representative.</p>	3	4	12	
			<p>Hand gel sanitisers are available where washing facilities are not readily available.</p>				
			<p>Hand gel sanitiser pump dispensers are locate throughout the site at key locations. Where dispnders are found to be empty you must report immediatly to your Zone Leader / Line Manager or Union H&S Representative; all have been issued with dispenser keys.</p>				
			<p>Provision of hand gel sanitisers will be on a case by case base to support control of stock.</p>				
			<p>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.</p> <p>All staff must wash hands for 20 seconds each time with soap and water, or hand sanitiser when:</p> <ul style="list-style-type: none"> • Get home or into work • Blow your nose, sneeze or cough • Eat or handle food 				
			<p>All staff are to cease shaking hands as a greeting gesture with immediate affect.</p>				
			<p>Where practicable all doors / internal barriers have been opened. Where internal barriers have been opened additional signage has been put in place.</p>				

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			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.				
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 or Union H&S Representative.	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 or Union H&S Representative.				
			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. ****All staff are empowered to enact STOP, CALL, WAIT****				
			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.				
Individuals requiring alternative / changed times will be at Zone Leader / Line Manager discretion.							

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			<p>Additional clocking machines have been installed. HR have set profiles to only allow staff to use a designated clocking point.</p> <p>Where possible staff who have the ability and can be facilitated to work from home will be sanctioned via HR to work from home.</p> <p>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.</p> <p>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.</p> <p>GKN will inform, where practicable, relevant staff to work from home.</p>				
Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Transmission via airborne spread of virus.	<p>Where operational risk assessments state PPE / RPE, requirement is mandatory and all staff must fully comply.</p> <p>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.</p> <p>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</p> <p>Zone Leaders / Line Manager must ensure that PPE / RPE is worn in line with GKN risk assessments and procedures.</p> <p>GKN will inform, where practicable, relevant staff to work from home.</p>	2	4	8	

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			Where possible windows and bay doors should be opened to allow fresh air ventilation; this includes offices, rest areas and toilet and locker room facilities. Desk or ceiling fans can be used provided the area is well ventilated; they must not be use in poorly ventilated areas				
Understanding COVID-19 Symptoms	GKN Staff	Lack of understanding / not recognising symptoms putting others at risk	All staff feeling / becoming unwell due to COVID symptoms should leave the workplace immediately and book a COVID test. The test booking should be forward to HR as evidence as should the test result which will deteremine whether the individual should return to work or self isolate as advised in the test result communication. Line Manager / HR will remain in contact with individuals as per standard procedures as a minimum requirement.	2	2	4	
			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.				
		Lack of understanding /	All levels of management have been made aware of the importance of good mental health.				
			There is an 'open door' policy for those who need additional support and employees need such support should make themselves known to their Line Manager, HR and HSE departments				

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Mental Health Concerns	GKN Staff	not recognising symptoms putting others at risk	Staff who are in a vulnerable group are encouraged to contact their Zone Leader / Manager or Union H&S Representative to discuss any additional support needs.	2	2	4	
			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	Additional PPE has been provided for first aiders.	2	4	8	
			Additional First Aider PPE kits have been located in the operations (Zone Leaders) office in the East End Building.				
			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.				
			COVID-19 health screening questionnaire completed at gatehouse for all visitors. Site NHS QR Code is located at North Gate security office.				
			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.				

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Spread of Covid-20	GKN Staff / Visitors	Transmission from external persons and work related travel	Travel restrictions have been applied to those employees who regularly travel as part of their role.	2	4	8	
			Car sharing on company business is not allowed. This applies to use of pool or personally owned vehicles.				
			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.				
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	
			Where possible IT staff must log on to computer accounts remotely as an administrator and not attended the call location. No 'drop-in' queries will be accepted by the IT Team; appointments will be arranged as required.				

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Spread of Covid-19	IT Staff	Physical contact with COVID-19 by touching contaminated surfaces IT related equipment	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.	2	3	6	
			IT staff are must ensure the 2m social distancing rule is maintained at all times.				
			Where possible IT are to attended a call with personal keyboards and mouse.				
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	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.	2	3	6	
			Workstations must be assigned to individuals. No sharing or 'hot-desking' is allowed.				
			Where desks / people cannot be moved Line Manager must notify the HSE Manager.				
			Only where it is not possible to move desks / people will the use of screens be considered.				
			All Line Managers, with returning staff, must liaise with other area managers to ensure that occupancy levels enable social distancing.				
			All person requiring support from the IT department must comply with instructions.				
			Where possible meeting rooms should be ventilated before, during and after a meeting.				
			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.				

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		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. With conference room tables and non fabric chairs and/or arm rests. being cleaned down after every use.				
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 it 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	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.						

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		face to face meetings	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 may be provided where it is provided in individual sealed catering boxes.				