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LINE ENGINEERING

COVID-19 Risk Assessment High Voltage Manufacturing



Hazards Risk-Assessed



1

Spread of COVID-19



Who is at risk?	Controls Required	Additional Comments
Employees	Hand washing facilities with soap and hot water in place at all locations.	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Toolbox talks are utilised to issue information updates, these are signed for by all employees</p> <p>Latest public health advice issued by Welsh Assembly Government / HM Government (primacy – Welsh Assembly Government), issued through Finance Director – updated to continuously follow Government advice.</p> <p>COVID 19 Task Groups established by Board which meets weekly – Led by Managing Director</p>
Visitors	Stringent hand washing taking place.	
Cleaners		
Contractors	See hand washing guidance displayed at all work locations.	
Drivers	Drying of hands with hand dryers/ paper towels	
Pregnant Workers	Gel sanitisers in any area where washing facilities not readily available	
	Gel sanitisers available e.g. at entry points into buildings with appropriate signage prominently displayed throughout.	



2

Employees
Self-Isolating
or
Symptomatic



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Who is at risk?	Controls Required	Additional Comments
Employees	Those employees with pre-existing health/medical conditions or have family members with such conditions have been supported by shielding and/or work from home measures, as per government advice.	N/A
	Welfare arrangements - contact with individuals is regularly maintained	



3

Visitors





Who is at risk?	Controls Required	Additional Comments
<p>Visitors conducting on-site testing/commissioning or factory acceptance tests</p>	<p>Emergency safe system of work prepared which all visitors must read And sign should a visit be required</p>	<p>Building Entry Control Point and Sanitiser</p> 
	<p>Gel sanitiser stations throughout factory and at building entry points</p>	



4

Social Distancing Measures (1/2)





Who is at risk?	Controls Required	Additional Comments
Employees	Information prominently displayed.	<p>Drill bank control cubicles</p>  <p>Office work station single person to office</p> 
	Drill banks – it has been necessary to build cubicles at each drill due to difficulties in achieving social distancing measures. Must be in place before use	
	All to maintain 2m rule where reasonably practical.	
	2m markers displayed on the factory floor or at potential pinch points e.g. QA inspectors desk, action point	



4
Social
Distancing
Measures
(2/2)



Who is at risk?	Controls Required	Additional Comments
Employees	Office staff work from home where possible to do so, or are on rotas for such work. All other office staff have been dispersed	<p>Drill bank control cubicles</p>  <p>Office work station single person to office</p> 
	Assembly areas- main factory and Excelsior house- 2m rule applied between work benches, work practices maintained under review.	
	Smaller numbers of employee at Excelsior House has made social distancing easier to manage	



5

Factory &
Office
Cleaning



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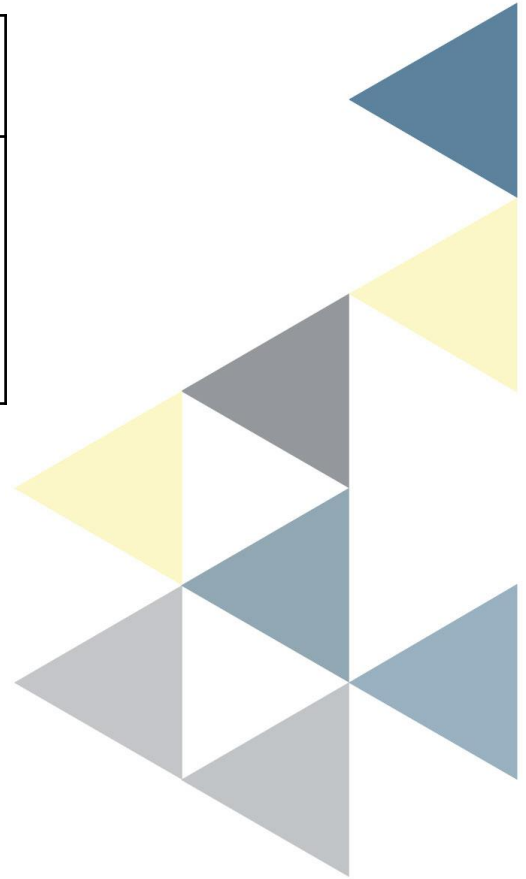
Who is at risk?	Controls Required	Additional Comments
Employees	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Dedicated persons to routinely undertake task.	Local Managers ensure availability of personnel to undertake task



6
Rest Areas



Who is at risk?	Controls Required	Additional Comments
Employees	Employees briefed on need to social distance during break times	Consideration to additional capacity or staggered breaks to reduce encroachment on 2m rule if and when required



7 Work Scheduling



Who is at risk?	Controls Required	Additional Comments
Employees (Production)	Maintain review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.	Maintained under review by Senior Management Team
	4 day working currently in place	
	Social distancing also to be adhered to in canteen area and smoking area rest rooms etc.	



8
One-way
Systems

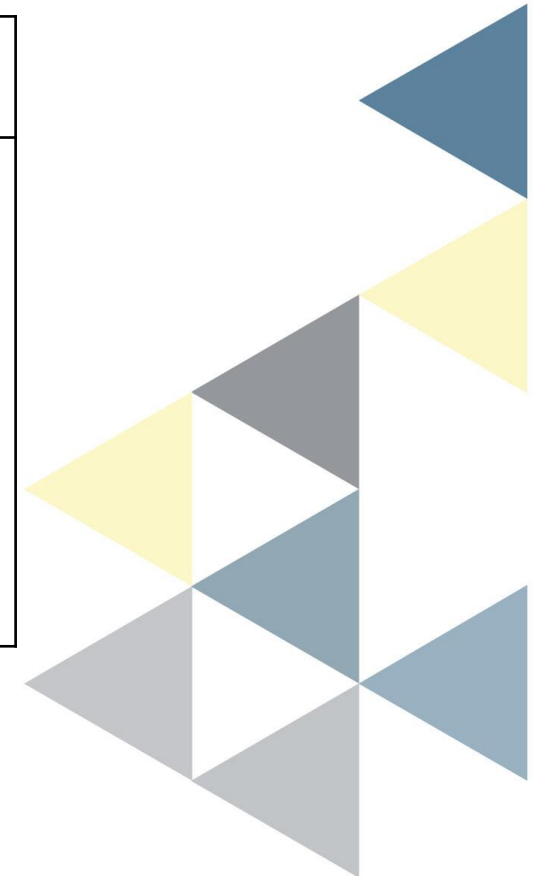


Who is at risk?	Controls Required	Additional Comments
Employees	Redesigning traffic flows to ensure social distancing remains in place where possible	This subject area will remain under constant review by factory management as they look for continuous improvement opportunities. Some one way traffic flows introduced around clocking in/out points.





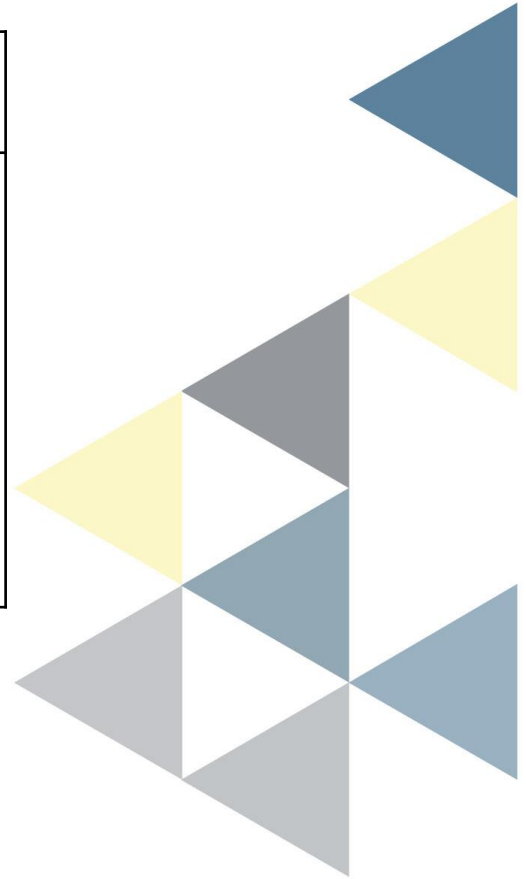
Who is at risk?	Controls Required	Additional Comments
Employees	Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	The wearing of gloves is not a substitute for good hand washing practices.



10
Vehicle
Management



Who is at risk?	Controls Required	Additional Comments
Drivers	All vehicles will have dedicated driver daily.	N/A
	Cab is cleaned/sanitised at the end of each shift.	
	No double crewing	



11
Business
Travel



Who is at risk?	Controls Required	Additional Comments
Employees (Managers)	Remote working, video conferencing to be applied. Ask is your visit really necessary at present.	Risk assess visit if remote working not possible, identify controls in place at worksite, does it meet government guidelines



12
Wash Rooms



Who is at risk?	Controls Required	Additional Comments
Employees	Separation and segregation at wash hand basins and urinals, through installation of plastic screens	N/A

