

Group Company: **Teagle Machinery Ltd**Department: **Shop**

Activity Number	Date	Description of Activity							Assessor(s)		
Covid19	20 April 2020	Create safe working environment for all employees working during the Covid19 pandemic.							PCP/DW/CT		
Hazard Number	Description of the Hazard	Person(s) at risk	Existing control measures	Likelihood	Consequence	Level of Risk	Further Recommendations (Improved Control Measures)	Likelihood	Consequence	Level of Risk	
1	<u>Access & Egress</u> Increased risk of cross contamination if employees Car share when travelling to work as they are unable to maintain 2mtr Social Distancing requirements	All Staff	None, no requirement prior to Covid19	2	3	M	Covid19 policy to prohibit car sharing.	0	3	N	
2	<u>Access and Egress</u> Risk of cross contamination if employees are not able to adhere to 2mts rules when clocking in and out.	All staff	None, no requirement prior to Covid19	2	3	M	Eliminate potential risks, by removing the need to Clock in and out. Supervisors to maintain manual records	0	3	N	
3	<u>Environment</u> Employees coming to work may have the Covid19 virus and if this goes unnoticed we risk spreading virus to other employees	All Staff	None, no requirement prior to Covid19	1	3	L	Implement 2mtr separation rule for all employees. Daily well-being and temperature checks to be conducted.	1	3	L	
4	<u>Access & Egress</u> Risk of cross contamination if employees do not adhere to 2 mtr rule when entering and exiting the factory at the start and end of shift, all employees currently use the single point of access in Plant 1.	All staff	None, no requirement prior to Covid19	2	3	M	Move away from having single access point into the factory. Production personnel to use doors nearest to their workplace.	1	3	L	
5	<u>Access and Egress</u> Risk of exposure to the Covid19 virus if employees travel offsite at lunch times etc.	All staff	None, not a requirement prior to Covid19	1	3	L	Covid19 safeguarding policy to prohibit leaving site to purchase food during breaktimes.	0	3	N	

6	<u>Access and Egress</u> Risk of cross contamination if we are not able to adhere to the 2 mtr rule in the canteen at breaktimes. High volume of people in this area at one time trying to use boiler and microwave etc.	All production staff	None, no requirement prior to Covid19	2	3	M	Close canteen and employees to have their breaks at their place of work. Thus eliminating any risks to team members	0	3	N
7	<u>Access & Egress</u> Risk of cross contamination if we do not adhere to the 2 mtr rule while using the toilets and washing hands. (confined area)	All Staff	None, no requirement prior to Covid19	2	3	M	Covid19 safeguarding policy to include one person rule when using toilets.	0	3	N
8	<u>Handling</u> Risk of Cross contamination where operators need to use Shared equipment, such as: Control pendants for overhead crane/ robots.	All production staff	None, no requirement prior to Covid19	2	3	M	Latex Gloves to be used when using any shared equipment	1	3	L
9	<u>Handling</u> Risk of cross contamination when picking up parts from Decal and Consumable stores.	All production staff	None, no requirement prior to Covid19	2	3	M	Restricted access into the consumable and decal stores. As part of the Covid19 safeguarding policy we will introduce new ordering system to be co-ordinated by the supervisors.	0	3	N
10	<u>Handling</u> Risk of cross contamination from the transfer of paperwork between people and departments.	All staff	None, no requirement prior to Covid19	2	3	M	Protective Gloves must be worn when handling and transferred, documents between different departments.	1	3	L
11	<u>Handling</u> When moving around the site there is an increased risk of cross contamination when touching door handles,	All staff	None, no requirement prior to Covid19	2	3	M	Where possible all doors are to be left open, eliminating the number of Touch points Gloves must be worn by all staff when moving around the site.	1	3	L
12	<u>Access and Egress</u> Risk of breaching the 2mtr rule when collecting and dropping of Welding masks as they are all stored in a centralised location,	All welders	None, no requirement prior to Covid19	2	3	M	Welder must observe the 2mtr rule when collecting their own masks	0	3	N

13	<u>Access and Egress</u> Risk of breaching the 2mtr rule when recording production numbers into Epicor using the MES terminals	All production staff	None, no requirement prior to Covid19	3	3	M	To eliminate this risk we will record production figure away from the MES Terminals	0	3	N
14	<u>Handling</u> Risk of Cross Contamination when the using shared tools.	All production staff	None, no requirement prior to Covid19	1	3	L	Operator are encouraged to only use their own hand tools. When using shared are being used protective gloves must be worn.	0	3	N
15	<u>Emergency</u> Risk of infection when treating someone who has had an accident at work. Will have to breach the 2mtr rule.	All staff	None, no requirement prior to Covid19	2	3	M	Where the 2mts rule needs to be breached to administer treatment the first aiders must wear a face mask, goggles and medical grade gloves. If an employee needs to attend hospital and is unable to drive there, our nominated driver must wear face mask, goggles and protective gloves.	0	3	N
16	<u>Workstations</u> Risk of breaching the 2mtr rule if desks are not 2mtrs apart. Potential overcrowding of offices.	All staff	None, no requirement prior to Covid19	2	3	M	Work stations will be organised in a way to ensure we adhere to the 2mtr social distancing rules	1	3	L
17	<u>Access and Egress</u> Risk of cross contamination and breaching 2 mts rule during meetings	All staff	None, no requirement prior to Covid19	2	3	M	Where possible we will reduce the numbers of meetings and ensure we are able to adhere to the 2mtr rules. Where possible we will use "teams" to hold remote meetings	1	3	L
18	<u>Access & Egress</u> Risk of cross contamination and breaching the 2mtr rule in the consumable stores. Small area with limited access.	All staff	None, no requirement prior to Covid19	2	3	M	Restrict access to stores personnel only in this area and look at improving the ordering process. Supervisors to order in advance and collect later.	0	3	N

19	<u>Access & Egress</u> Risk of cross contamination and breaching the 2mtr rule in the Fastener stores. Small area with limited access.		None, no requirement prior to Covid19	3	3	M	Restrict access to stores personnel only in this area, only 1 person at a time allowed in this area.	1	3	L
20	<u>Access & Egress</u> Risk of cross contamination and breaching the 2mtr rule in the Kanban / plated parts stores. Small area with limited access.		None, no requirement prior to Covid19	3	3	M	Restrict access to stores personnel only in this area, only 1 person at a time allowed in this area.	1	3	L
21	<u>Access & Egress</u> Risk of cross contamination and breaching the 2mtr rule in the Spare parts stores. Small area with limited access.		None, no requirement prior to Covid19	3	3	M	Restrict access to stores personnel only in this area, only 1 person at a time allowed in this area.	1	3	L

Action Number	Action Assigned to	Target Date for Completion	Target Date Agreed (initial)	Action Completed By (signature)	Action Completion Date

Assessment Completed Date:		Health and Safety Manager		Review Date:	