



# Covid-19 Risk Assessment

**Site address** Colliery Lane North, Bayton Road Industrial Estate, Exhall, Coventry CV7 9NW  
**Task/operation** Working safely during COVID-19  
**Assessment date** May 2020  
**Review date** January 2021  
**Revision** 12  
**Reference code** COVID 19-Bayton Road-05/20

This risk assessment is to be used in line with the most recent CLC -Site Operating Procedures: Protecting Your Workforce During Coronavirus (COVID-19) and HM Government Guidance.

Known Hazards		People At Risk	Initial Risk	Workplace Precautions/Control Measures	Residual Risk
1	People at higher risk - clinically extremely vulnerable and clinically vulnerable	Staircraft Group employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>If you're at high risk from coronavirus, you should have received a letter from the NHS. You should speak to your GP or hospital care team if you have not been contacted and think you should have been. If you're at high risk from coronavirus, you're advised to take extra steps to protect yourself - this includes not leaving your home for any reason (called shielding).</li> <li>At this stage, Staircraft will not permit any person who is clinically extremely vulnerable to come to work. For further advice visit: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/</a></li> <li>Persons who are clinically vulnerable will not be permitted to conduct higher risk tasks, such as activities where social distancing cannot be followed in full.</li> <li>Protective masks are available for any worker that wishes to wear a mask in addition to standard PPE whilst at work</li> </ul>	1 X 5 = 5 LOW

# Covid-19 Risk Assessment.

2	Visitors and contractors	Visitors and contractors	<p>4 x 5 = 20 HIGH</p>	<ul style="list-style-type: none"> <li>• Schedules for essential service work will be revised to reduce interaction and overlap between people, for example carrying out the work out of hours (weekends/nights etc).</li> <li>• Contractors must clean/wipe/disinfect their work areas once work has been completed.</li> <li>• All visitors must be provided with a copy of the 'Visitors Briefing'. Confirmation (via email) that it has been read and understood must be received before entering the site.</li> <li>• The number of visitors at any one time will be limited.</li> <li>• Where F2F meetings are organised with visitors and contractors, the Staircraft designated person will communicate a short safety briefing. The person hosting the meeting (Staircraft) shall be responsible for greeting the visitors and ensuring that each visitor signs a visitors pledge to confirm that they have read and understood the information which has been sent to them and that they will adhere to the control measures in place.</li> <li>• Where it is necessary for visitors to enter PPE zones as part of their visit, they should provide their own PPE. If they are unable to provide their own, Staircraft will provide Hi Vis vests and hearing protection. Disposable facial coverings, safety footwear and disposable gloves can also be provided. Visitors will be directed to a designated area where they can change into PPE ahead of the factory visit. Prior to leaving visitors will be directed by their host to remove any PPE provided and dispose of any hearing protection, gloves and facial coverings in a closed bin provided in the changing area. Boots will be placed in a separate area of the changing room and once the visitors have left, any used PPE will be sanitised and cleaned by the host, using a suitable cleaning spray or wipes i.e. Dettol. PPE will only be issued to visitors and contractors undertaking work at the facility.</li> </ul>	<p>1 X 5 = 5 LOW</p>
3	Mental health issues	Staircraft Group employees and contractors	<p>4 x 5 = 20 HIGH</p>	<ul style="list-style-type: none"> <li>• There are things you can try to help you stay well:             <ul style="list-style-type: none"> <li>- Stay in touch with family and friends over the phone or on social media</li> <li>- Spend time doing things you enjoy, such as reading, cooking, indoor hobbies, listening to the radio or watching TV</li> <li>- Do light exercise at home</li> <li>- Spend time with the windows open to let in fresh air</li> <li>- Spend time in your garden or on your doorstep but maintain social distancing guidelines. Whether you're concerned about yourself or a family member, NHS helplines and support groups can offer expert advice</li> <li>- <a href="https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/">https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/</a></li> </ul> </li> </ul>	<p>1 X 5 = 5 LOW</p>

# Covid-19 Risk Assessment.

4	Travelling to work – public transport – exposure to the virus	Staircraft Group employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>Public transport should be avoided where possible.</li> <li>Provide employees with information on the virus and precautions to take during travel. Details are available at: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak</a>.</li> <li>Maintain social distancing (at least 2m) between yourself and anyone else when travelling.</li> <li>Frequently clean hands by using alcohol-based hand rub or soap and water.</li> </ul>	1 X 5 = 5 LOW
5	Entering and leaving the factory	Staircraft Group employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>All workers are still required to clock in/out and must immediately wash their hands or sanitise them once entering the site and before leaving.</li> <li>Hand sanitising stations are fitted at the main entrance to the site and in other prominent locations throughout the building and will remain topped up with 60% + alcohol-based hand sanitiser.</li> <li>High traffic areas, including entrances and exits to the building, will be marked out with floor tape or paint, to mark areas and help workers keep to a 2m distance.</li> <li>In all other areas, social distancing must be maintained, allowing plenty of space (2m) between all workers.</li> <li>Cleaners are employed to regularly clean common contact surfaces in the entrance area, offices and toilets.</li> </ul>	1 X 5 = 5 LOW
6	Pedestrian traffic on factory walkways	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>Walkways will be marked with tape to indicate safe separation distances of 2m, this must be adhered to by all persons at all times.</li> <li>Passing side to side practice should be adopted when passing by others in the workplace.</li> </ul>	1 X 5 = 5 LOW

# Covid-19 Risk Assessment.

7	Meetings with other organisations and subcontractors	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>• If possible, arrange for meetings to be carried out via video conferencing such as Teams, Skype or Zoom.</li> <li>• If face to face meetings cannot be avoided, ensure all attendees use a hand sanitiser when entering and leaving the meeting room.</li> <li>• Avoid shaking hands. Use other greeting methods.</li> <li>• Maintain social distancing (at least 2m) between yourself and others at the meeting. Remove additional chairs from the room and keep at least 1 chair space between each meeting attendee.</li> <li>• Windows and doors should be left open whenever possible to increase general ventilation.</li> <li>• Sending emails or use of telephones or walkie talkies should be utilised as a first choice wherever possible, to reduce pedestrian traffic and face to face contact on-site.</li> <li>• Sharing pens and other objects should be avoided.</li> <li>• Meetings should have a set agenda and be executed in the shortest time possible.</li> </ul>	1 X 5 = 5 LOW
8	Staircraft factory office and general site works – exposure to the virus	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>• Ensure all relevant PPE are worn as per task-specific risk assessments. Where gloves are required for task completion these must be cleaned down with disinfectant wipes before removal and hand washing guidelines followed after removal.</li> <li>• Maintain a record of all persons on-site by completing specific signing in/out procedures. When signing in is still required, individuals should use their own pen and ensure cleaning/disinfecting procedures are followed. Staircraft Operations Managers will keep a log of all current contractors on-site.</li> <li>• Ensure all employees are made aware of preventative measures:             <ul style="list-style-type: none"> <li>- Keeping the activity time involved as short as possible</li> <li>- Wash hands frequently (alcohol-based hand rub or soap and water)</li> <li>- Maintain social distancing where possible</li> <li>- Avoid touching eyes, nose and mouth</li> <li>- Clean and disinfect frequently touched equipment, objects and surfaces</li> <li>- Disposable gloves are available to be worn as required</li> </ul> </li> <li>• Implement a more frequent cleaning regime, focusing on frequently touched surfaces ( handrails, taps etc).</li> <li>• Encourage all site personnel and visitors to regularly disinfect their hands while onsite and ensure hand sanitisers are located at strategic locations.</li> <li>• When undertaking any task, including walking between locations, a minimum of 2m social distancing should be observed between all operatives unless following close proximity guidelines.</li> <li>• Employees to stay at home if they experience a fever, a new cough or difficulty breathing and seek medical care through online 111 - <a href="https://111.nhs.uk/">https://111.nhs.uk/</a></li> </ul>	1 X 5 = 5 LOW

# Covid-19 Risk Assessment.

9	Sick workers – developing or showing COVID 19 symptoms whilst at work	Staircraft Group employees, contractors and visitors	<p>4 x 5 = 20 HIGH</p>	<ul style="list-style-type: none"> <li>• Only workers, visitors and contractors that do not present symptoms of the virus are permitted to work on-site. The main symptoms of coronavirus are a high temperature (this means you feel hot to touch on your chest or back/you do not need to measure your temperature), or a new, continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual).</li> <li>• Workers who develop a high temperature or a persistent cough while at work should:             <ul style="list-style-type: none"> <li>- Inform their line manager immediately</li> <li>- Avoid touching anything</li> <li>- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow</li> </ul> </li> <li>• Workers are aware they must follow the guidance on self-isolation and not return to work until the period of self-isolation has been completed.</li> <li>• In the event that an individual in the local workplace begins to show symptomatic signs, they should be requested to obtain a Covid test. If the results are positive, NHS test and trace will request them to share details of who they have come into recent contact with.</li> <li>• Employees should be encouraged to make Staircraft aware if they test positive via their line manager so that suitable action can be taken to mitigate any local outbreak and the spread of Covid-19.</li> <li>• NHS Test and Trace system may be invoked in order to contain any local workplace outbreaks. With this in mind, the business will manage a local record (Factory &amp; Sites) of employees and staff including visitors and contractors, records will be kept for a minimum of 21 days.</li> </ul>	<p>1 X 5 = 5 LOW</p>
---	---	--	--------------------------------	--	------------------------------

# Covid-19 Risk Assessment.

10	Activities where social distancing cannot be followed in full	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>You <b>must</b> wear a protective mask to perform any operations for which social distancing cannot be maintained i.e. a 2 person operation.</li> <li>If the activity is essential, the time involved to complete the task must be planned to ensure social distancing measures are regained as soon as possible.</li> <li>Where possible the number of people each person has contact with will be applied by using fixed teams or partnering (so each person works with only a few others).</li> <li>A consistent pairing system must be adopted if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned.</li> <li>Protective masks are available for any workers wishing to wear one. This is additional to the site standard PPE which remains mandatory.</li> <li>Side-to-side or back-to-back working must be adopted wherever possible.</li> <li>Persons that are clinically vulnerable must not complete tasks where social distancing cannot be adhered to in full.</li> </ul>	1 X 5 = 5 LOW
11	Accommodation/ hotels etc – exposure to the virus	Staircraft Group employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>Minimise use of accommodation such as hotels and B&amp;B's. Where unavoidable only utilise hotels which are following and enforcing social distance guidelines – <a href="https://www.gov.uk/guidance/covid-19-advice-for-accommodation-providers">https://www.gov.uk/guidance/covid-19-advice-for-accommodation-providers</a></li> <li>Avoid busy public areas.</li> <li>Provide employees with information on the virus and precautions to take during travel.</li> <li>Cancel travel for employees experiencing symptoms of the virus.</li> <li>Employees to self-isolate for at least 7 days if they experience a fever, a new cough or difficulty breathing - seek medical care <a href="https://111.nhs.uk/">https://111.nhs.uk/</a></li> <li>If employees are uncomfortable with staying in hotels during the coronavirus pandemic, then they must inform Staircraft Management Team immediately.</li> </ul>	1 X 5 = 5 LOW
12	Factory emergency response	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>At least 1x Incident Coordinator must be on-site during each shift.</li> <li>At least 1x First Aider per 40 employees must be present on-site during each shift.</li> <li>All workers must follow the site Emergency Evacuation Procedure at all times.</li> <li>In an emergency, people do not have to stay 2m apart if it is unsafe to do so.</li> </ul>	1 X 5 = 5 LOW

# Covid-19 Risk Assessment.

13	Administering first aid	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>• If first aid is required, social distancing measures should be kept to wherever possible to maintain life and promote recovery. Should the injured party be able to self-treat e.g. eye wash bottle or clean and self-apply plasters, then they should do so. Where possible, the person should be placed in an area away from others e.g first aid room. Do not perform rescue breaths or mouth-to-mouth ventilation. Perform chest compressions only - <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a></li> <li>• Injured persons must still report to a First Aider to log the accident. A First Aider can put gloves on and issue a plaster so the injured person can self-treat etc where possible</li> <li>• After contact with the individual, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity.</li> <li>• Avoid touching your mouth, eyes and nose, unless you have recently cleaned your hands after having contact with the individual.</li> </ul>	1 X 5 = 5 LOW
14	Use of tools and equipment	Staircraft Group employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>• All workers in the production areas of the factory and construction site works must wear protective gloves as per task specific risk assessment.</li> <li>• Workers must use the same tools and equipment wherever possible for the entire shift.</li> <li>• Users of tools and equipment must clean down at the end of each working day and dispose of any used rags or wipes in the appropriate bin (where applicable).</li> <li>• Glove wearers should sanitise their re-usable gloves frequently, using the sanitising stations provided.</li> </ul>	1 X 5 = 5 LOW
15	Loading and unloading delivery vehicles	Staircraft Group employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>• Ensure delivery tickets are confirmed for correct equipment and materials and are signed by the delivery driver.</li> <li>• Only one person on the vehicle/lorry at any one time.</li> <li>• After dealing with the delivery, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity.</li> </ul>	1 X 5 = 5 LOW
16	Factory common areas	Staircraft Group employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> <li>• As more employees return to work, workers may be required to take lunch breaks in their cars. Safe outdoor eating areas may also be established for breaks.</li> <li>• Microwaves will be segregated to enable social distancing to be maintained, capacity will be limited, employees will be strongly encouraged to bring food that does not require a microwave.</li> <li>• Only 1x person is permitted in the kitchen areas at any one time.</li> <li>• Signage will help remind occupants of social distancing measures as required.</li> <li>• All occupants have the responsibility to maintain social distancing at all times when using the site's facilities and other common areas.</li> </ul>	1 X 5 = 5 LOW

# Covid-19 Risk Assessment.

Multiply the Likelihood by The Severity to Determine

Likelihood	x		Severity
Improbable	1		1 First aid injury or illness
Unlikely	2		2 Minor injury or illness
Probably	3	x	3 3-day injury or illness
Very Likely	4		4 Major injury or illness
Certain	5		5 Fatality, disabling injury, Major financial loss

  

1 – 9 = LOW	10 – 15 = MEDIUM	16 – 25 = HIGH
----------------	---------------------	-------------------

## Residual Risk Rating

- If the Residual Risk category is **Green L (low)**, then the assessment is complete.
- If the Residual Risk is **Amber M (medium)** then additional control measures should be considered/introduced and the task closely monitored.
- If the Residual Risk remains **Red H (high)**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

**Note 1:** Close Proximity Guidelines - PPE and RPE to be worn when working within 2m of another person for as short a duration as possible: RPE – face masks (types FFP3, FFP2 or N95), gloves and eye protection.

**Note 2:** Staircraft Group supports their workers in using face visors/masks/coverings safely, if they choose to wear one. Points to follow: Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting the face protection on, and after removing it. When wearing face protection, avoid touching your face or face protection, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you've touched it. Continue to wash your hands regularly and change your face covering daily.

<b>Prepared by</b>	<b>Terry Selway</b> Compliance Manager	May 2020	
<b>Reviewed and authorised by</b>	<b>Dean Lucas</b> Operations Director	May 2020	
	<b>Andy Hamilton</b> Managing Director	May 2020	