

**Description**

Area	Factories 1, 2, 3, 4, 6 and 7	Persons exposed	Everyone
Process	Covid-19 is a new respiratory illness that is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.	Persons especially at risk	People at high risk as notified by NHS
Activity	Coronavirus (Covid 19) Risk Assessment	Reason for assessment	Risk prevention

Assessment team	Dave Fullen / Chris Thompson / Marty Baker	Date of initial assessment	10-Mar-2020	Last reviewed	04.06.21	Next review due by	As required
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Key sources of information

Legislation, Government guidance, Approved codes of practice, HSE & Internet.

Hazard Category Checklist ✓

Workplace	✓	Work Equipment	✓	Hazardous Substances	✓	Work Practice	✓
Ergonomics		Manual Handling	✓	Personal Protective Equipment	✓	Noise/Vibration	✓
Display Screen Equipment	✓	Fire/Explosion		Natural Hazards	✓	Other	

Document history

- 0) 10-Mar 2020 - Initial assessment – DF – Rev 0
- 1) 12 May 2020 - Updated with current legislation – DF – Rev 1
- 2) 12 May 2020 - Updated with action list - DF – Rev 2
- 3) 13 May 2020 - Updated with additional information – DF – Rev 3
- 4) 14 May 2020 - Updated with information from CT – DF – Rev 4
- 5) 14 May 2020 - Updated with additional information from DF – Rev 5
- 6) 15 May 2020 - Draft for consultation – Additional comments from CT / MB / DF added on 15.05.20 – Rev 6
- 7) 21 May 2020 - Draft updated by DF to include information from review – DF – Rev 7
- 8) 22 May 2020 – Amendments made – DF – Rev 8
- 9) 26 May 2020 – Changes from review by Sharon and Danielle – DF – Rev 9
- 10) 28 May 2020 – Ready to issue – DF – Rev 10
- 11) 10.08.20 – Noise info added – DF – Rev 11- Reviewed 11.01.21
- 12) – Mask info added – Rev 12
- 13) – Reviewed 04.06.2 – More clarity on actions added - Rev 13

**Helpful information**

The below assessment has been completed to cover all six Express Engineering sites which are within walking distance of one another on Team Valley Trading Estate. The profile of each site is similar in that it has a factory shop floor area, office space, bathroom facilities and catering facilities.

We have one main reception desk which is currently unmanned, and this will be covered separately below.

Visitors and deliveries to the site have also been covered separately. All visitors must complete a pre-entry questionnaire and check their temperature.

Temperatures are taken by everyone on a daily basis and are recorded. Masks are required at all times when away from your work station- including moving around the factory and going to the bathroom, using catering facilities.

Cleaning is performed by our own in-house cleaners on a daily basis across all sites (this is covered separately below).

We use Dettol cleaning wipes and Dettol anti-bacterial spray for viruses, this has been issued in all areas and is also available from the store's office. Regular cleaning is undertaken by the cleaners and individuals, there is a cleaning schedule that includes all door handles etc

We have one-way systems in place and these must be adhered to.

Doors can be left open where possible to prevent touching and help increase ventilation (not fire doors).

Machines, vehicles, desks, computers and any shared equipment are all cleaned down before and after use.

Regular hand washing is carried out for 20 seconds and 70% (minimum) alcohol hand sanitiser is available in all areas including entrances and rest areas.

Social distancing must be adhered to and signage and floor tape is in place.

Shared areas such as canteens, rest rooms and toilets have been taped off and have signage to ensure social distancing.

Chairs have been removed from the rest areas to ensure adequate spacing.

Office areas have had Perspex screens fitted between the desks and staff have been relocated to reduce the number of people in each office.

Offices are well ventilated and windows are opened to allow fresh air to circulate.

The machines on the shop floor are well spaced out and do not require any screens fitting.



Microsoft teams is the preferred tool to host meetings virtually and should be used in all instances to minimise contact. If meetings between Express colleagues are taking place the rule of six must be adhered to (six employees maximum within the same meeting room). Only certain meeting rooms are allowed to host these meetings due to size and ventilation constraints.

Anyone who develops any Covid-19 symptoms must not come to work and contact us immediately via team leader or HR.

Appendix of additional documentation:

There are other additional documents and procedures in place which go into further detail.

Covid 1 – Advice on testing

Covid 2 – Visitor's questionnaire

Covid 3 – Temperature check sheet

Covid 4 – Coronavirus poster

Covid 5 – Cleaning schedule

Covid 6 – HSE talking with your workers

Covid 7 – HSE working safely during Covid 19 for factories

Covid 8 – HSE working safely during Covid 19 for offices

Covid 9 – HSE working safely guide

Covid 10 – HSE staying Covid 19 secure

Covid 11 – Quarantine and Overseas Travel Policy

Team briefs



Keeping up to date with changes

Changes are being introduced to allow the easing of lockdown restrictions and anyone traveling outside of the UK must inform us immediately of any such travel. You must carry out isolation in line with government requirements on return- see quarantine and overseas travel policy for up-to-date guidance.

There are several new variants of the virus that may be more transmittable, and we must remain on guard to ensure we prevent these from entering the buildings and being transmitted. See separate section.

We will keep everyone updated with further news via the Team brief and/or text messages.

Cleaning and Hygiene

We have four full time cleaners who clean all of the sites and two nightshift labourers who clean during the night shift. This equates to c23hours of cleaning per day. We operate split shifts so as not to increase the number of employees onsite but also to allow cleaning to take place.

We have a cleaning check list to show that all areas have been covered.

If there is an office or area where someone has had symptoms or tested positive, then that area must be fully cleaned down. If that person has been on site for a substantial time (ie. not sent immediately home) the option to contract Ecolab for a deep clean of the area is available. The directors can be consulted to discuss this and approve any arrangements that are required.

We must use 70%+ alcohol gel

We must use anti-bacterial and virus wipes and spray-
Dettol is the preferred cleaning product used.

We must follow the manufacturer's instructions on all sprays.





Risk Assessment Record					Ensure all actions are complete			
What are the hazards?	Who might be harmed and how?	Risk Ranking H M L	What are the existing controls and precautions?	Residual Risk H M L	What further actions are necessary?	Action by Whom	Action by When	Action Complete
<p><u>Coronavirus.Covid 19</u></p> <p>The 2019 Novel Coronavirus (Covid 19 - 2019-nCoV) is a new respiratory virus first identified in Wuhan, Hubei Province, China.</p> <p>Coronaviruses are a large family of viruses, some of which cause illness in people.</p> <p>Symptoms can be mild, moderate, severe or fatal.</p> <p>The virus can be transmitted from person to person if actions are not put in place.</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers <p>Vulnerable groups such as</p> <p>The elderly.</p> <p>Pregnant workers.</p> <p>those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business.</p>		<p><u>Please refer to the separate categories below</u></p> <p>We have looked at the risks and split them into separate categories below</p>					



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What are the hazards?	Who might be harmed and how?	Risk Ranking H M L	What are the existing controls and precautions?	Residual Risk H M L	What further actions are necessary?	Action by Whom	Action by When	Action Complete
General travel including foreign travel which may cause transmission of the virus (There is a separate travel policy for personal travel on page 21)	Anyone travelling on Company business or to work including staff, visitors and contractors.	H	<u>Travel</u> Do not travel to work unless you cannot do your job from home or you are deemed to be a key worker. Implement teleconferencing for meetings	L	Only travel on business if absolutely necessary. Cancel all foreign business travel arrangements. Set up Microsoft Teams for meetings. <u>Review government guidelines.</u>	MW/ST	Mar 20	<u>Mar 20</u>
	Anyone entering the premises and anyone on site including staff, visitors and contractors	H	<u>Visitors, contractors and deliveries</u> Stop all non-essential visitors. Anyone who needs to visit must complete a coronavirus questionnaire and check their temperature and must not be allowed on site if they are deemed a risk.	L	Ensure questionnaires and temperature probes are available at point of entry and that visitors complete a form at all times for each visit.	DF	Mar 20	<u>Mar 20</u>
Allowing access and egress to site which may result in transmission of the virus.		H	Do not allow visitors from any high-risk areas on site.	L	Inform Contractors and all other visitors. This is communicated weekly on team brief.	All	Mar 20	<u>Mar 20</u>
		H	Limit visitors on site to 'only if absolutely necessary'.	L	Inform Contractors and all other visitors. As above.	All	Mar 20	<u>Mar 20</u>
		H	Frequent visitors such as the vending machine company and the tooling company must complete a questionnaire every time they visit and check their temperatures.	L	Ensure they are completing the forms and they maintain shielding and distancing rules.	DF	Mar 20	<u>Mar 20</u>
		H	Stop mail and parcels from being delivered to reception.	L	Ensure deliveries are made to factory 3 goods-in. and that they check the drivers' temperatures before allowing access.	DF	Mar 20	<u>Mar 20</u>
					Masks must be worn by all visitors.			



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Misinformation which may lead to the wrong actions being taken.	Employees and any other persons in the premises.	M	Management team The Management are being kept up to date and briefed on how to handle any questions from employees and their families.	L	Set up the Management Coronavirus action team comprising of - Chris Thompson, Gary Thirlwell, Bill Germaney, Neil Ransom, Gary Taylor, William Barclay, Michele Watson, Trevor Hutchinson, John Myhill, Martyn Baker and Dave Fullen Update- Laura Brown and Peter Ivey added to the action team	CT	Mar 20	Mar 20
		M	Management team to discuss any issues and updates regarding the virus and review current government guidelines and changes.	L	The team is to discuss regularly and introduce measures to prepare us for possible effects of the virus and issue weekly updates.	CT	Mar 20	Mar 20
		H	Keep everyone informed of changes on a weekly basis.	L	Issue a weekly update to all employees and issue a weekly Team Brief to all employees. Update – now use just the weekly team brief to communicate this (supplemented with JCC / Chairman stmt when necessary)	MW/DF	Mar 20	Mar 20
		H	The gymnasium, squash court and shower facilities have been closed immediately.	L	Inform the JCC, employees and any other users. Update – now reopened in line with government guidance.	DF	Jan 21	Jan 21



		M	Employees Employees to being kept updated through JCC, weekly team brief and weekly updates from the chairman.	L	Daily cleaning performed by cleaning team and clear rules around employees cleaning before and after use of any equipment. Ongoing monitoring	CT	Mar 20	Mar 20
		M	COVID marshals to be appointed across the business to enforce policies and answer any questions	L	Ensure regular updates are issued to everyone. To be appointed in each area of the business			

Risk Assessment Record

Ensure all actions are complete

What are the hazards?	Who might be harmed and how?	Risk Ranking H M L	What are the existing controls and precautions?	Residual Risk H M L	What further actions are necessary?	Action by Whom	Action by When	Action Complete
We may not be able to get materials and other items from our suppliers.	The business	H	Business issues Update the business plan to show what steps we are taking to minimise this risk. Such as alternative suppliers etc	L	Review the position in China and Italy and risk assess the supply chain and what would stop production?	GTH	Mar 20	Mar 20
We may not be able to deliver orders on time	The business	H	Business plan has been updated to show what steps we are taking to minimise this risk such as alternative suppliers etc Review order acknowledgment, accepting of orders and confirming delivery timescales and delivery dates. Review the contractual position of failing to supply. Prepare force majeure.	L	Review the impact on customers and any visibility on reduced volumes or impact of sales. Review capacity planning and workload.	GTH	Mar 20	Mar 20
We may not receive payment.	The business, as customers may not be able to pay on time if their staff are not working	H	Review our debt collection and staying ahead in case of supply chain or cashflow pressure	L		GTA	Mar 20	Mar 20



We may not be able to pay employees wages.	The Employees would not be paid if the payroll staff have to self-isolate as they would not be able to come into work to do their job.	H	The payroll staff are to be made a "Priority" to be able to work from home.	L	Prepare an employee statement in case we are asked for how prepared we are.	GTH	Mar 20	Mar 20
We may not be able to hit our production targets and maintain our budget	The business	H	Review at production meetings.	L	Review capacity planning and workload weekly.	WG/NA	Mar 20	Mar 20

Risk Assessment Record

Ensure all actions are complete

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Misinformation being obtained from the wrong source such as social media	Employees and other persons in the premises through taking the wrong actions	M	Government Updates Introduce additional measures as per the Government guidance as it is received	L	Issue updates and team brief to all employees as new guidance is received. Covid Marshals, JCC and Chairman's statements should all be used to communicate correct information.	MW/DF	May 20	May 20
Anyone on site affected by the virus	Employees and other members of their household.	H	People Agree and issue employment policies and guidance on self-isolation and family members who are ill or in self isolation. Advise on what to do if schools shut or other areas are quarantined etc.	L	Issue policies, guidance and updates weekly. Arrange tests if required. Ensure isolation is recorded.	MW	Mar 20	Mar 20
		H	Update and distribute weekly guidance.	L	Send message to all employees every Monday and issue a weekly team brief	MW/DF	Mar 20	Mar 20
		H		L		DF	Mar 20	Mar 20



		H	Put measures in place for hand washing with soap and hand gels. Introduce anti-bacterial cleaning. Introduce no handshake policy. Limit the use of cups and mugs and dishwashing.	L	Issue updates in the team Brief and re-introduce free vending for drinks.	All	Mar 20	Mar 20
		M	Review visitors to site policy.	L	Keep visitors informed.	MW	Mar 20	Mar 20
		M	Contractual position on short week working and how much notice required – preparation of letters.	L	Prepare documentation.	ST	Mar 20	Mar 20
		H	Contingency plan for absence of key workers in the Teams.	L	Ensure home working equipment is available.	DF	Mar 20	Mar 20
			Review policy of ordering in food from outside.		Review outside catering.			
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Misinformation that may lead to the wrong actions being taken.	Employees and any other persons in the premises.	H	Communication JCC daily group meetings before distancing guidance – updating of Gov UK guidance (changing by the hour) – rolled out through verbal briefings and notice boards.	L	Organise JCC Meetings	CT /MW	Feb 20	Feb 20
		H	Toolbox talks – to reinforce hygiene, distancing guidance	L	Team leaders to hold tool box talks	T/L	Feb 20	Feb 20
		H	Notices and posters in all facilities to reinforce hygiene, distancing guidance	L	Display notices	T/L	Feb 20	Feb 20
		M	Updated everyone's contact details - E-mail and mobile numbers to be put onto a data-base	L		MW	Mar 20	Mar 20
		M		L	Distribute updates	MW	Mar 20	Mar 20



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Approved by, Martyn Baker

		M	Regular (at least weekly) written detailed "Monday" Updates of Gov UK Guidance and company actions by email/notice Boards	L	Distribute weekly team brief	DF	Mar 20	Mar 20
		M	Weekly team Briefs (circulation list) focused on H&S re covid-19	L	Send text information to remind staff to read e-mails.	CT	Mar 20	Mar 20
		M	Set up text data – in case individuals were not reading emails/notice boards (or Furloughed)	L	Carry out shop tours and H&S audits weekly.	CT/DF	Mar 20	Mar 20
		M	Chairman/Director and H&S manager walking the floors (all factories and offices) 2 or 3 times a week available for "open" questions and conversation.					

Risk Assessment Record

Ensure all actions are complete

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		M	Communications, written and verbal to reinforce, Health / hygiene / distancing guidance	L	Ensure these areas are addressed by communication with the team leaders.	CT	Mar 20	Mar 20
		M	Communications advising Gov guidance on symptoms, advice, action, testing etc	L	Review GOV guidance daily.	CT	Mar 20	Mar 20
		M	All communications encouraged proactive contact for anyone concerned for themselves or others (psychologically or physically)	L	Include as a footer on all weekly communications.	MW	Mar 20	Mar 20
		M	Add footer to all e-mails advising on the Government warning.	L	Each user to add the footer to their own e-mail.	ST	Mar 20	May 20
					Update – Changes to the wording made in line with government guidance. Last update Jan 21		Jan 21	Jan 21



		M	Communicate with customers and suppliers to discuss actions they and us are taking to share and learn best practice.	L	Review who to contact for information	All	May 20	May 20
Risk Assessment Record					Ensure all actions are complete			
What are the hazards?	Who might be harmed and how?	Risk Ranking H M L	What are the existing controls and precautions?	Residual Risk H M L	What further actions are necessary?	Action by Whom	Action by When	Action Complete
People on site who may transmit the virus to vulnerable people.	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Drivers 	H	Protection / shielding Identified on an individual basis those employees that considered themselves/or someone in their household at risk – prioritised for Furlough or Home working those with an NHS letter	L	Carry out review and set up home working	CT/MW	Mar 20	Mar 20
	Vulnerable groups such as The elderly. Pregnant workers.	M	Held several personal interviews (remotely) to consider individual concerns and accommodated requests	L	Conduct interviews remotely.	MW	Mar 20	Mar 20
	those with existing underlying health conditions. Anyone else who physically comes in contact with you in relation to your business.	H	Letters signed upon new shielding guidance issued in Jan 21	L	Ongoing review for all staff who were identified as vulnerable.	MW/GTA	Jan 21	Jan 21



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<p>The 2019 Novel Coronavirus (Covid 19 - 2019-nCoV) is a new respiratory virus first identified in Wuhan, Hubei Province, China.</p> <p>Coronaviruses are a large family of viruses, some of which cause illness in people.</p> <p>Symptoms can be mild, moderate, severe or fatal.</p> <p>Transmission of the virus in enclosed areas or offices.</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers 	M	<p>Home working</p> <p>Initiated an emergency rollout of IT (fortunately had 25 new PC's delivered for a different project). Issue PCs for those who require them</p>	L	Set up Pcs for home working	ST	Mar 20	Mar 20
	Vulnerable groups such as	H	Prioritised "at risk" individuals (prior to NHS letters). Issue PCs to these people first.	L		ST	Mar 20	Mar 20
	The elderly.	H	Prioritised process critical employees in case they had to isolate (Payroll, planning etc.)	L		CT/MW	Mar 20	Mar 20
	Pregnant workers.							
	those with existing underlying health conditions.	M	Everyone who could "work from home" was enabled to do so. Set up home working.	L	Set up home working	ST	Mar 20	Mar 20
	Anyone else who physically comes in contact with you in relation to your business.	M	Changed working practices – online meetings, Teams etc. etc. Set up Teams on PCs.	L		ST	Mar 20	Mar 20
		M	Check equipment and connections for those Identified to work from home Check VPN and remote working for any potential home workers and can we divert telephone systems and set up Skype accounts	L		ST	Mar 20	Mar 20
	Anyone working from home	M	Ensure home workers carry out a Risk assessment to ensure they are using the correct equipment and have the correct work station set up.	L	Obtain and review risk assessments.	DF	Mar 20	Mar 20
Risk Assessment Record					Ensure all actions are complete			



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<p>Employees may not be able to manage on statutory sick pay.</p> <p>We may not have enough work for all employees</p>	All employees	M	<p>Sick Pay</p> <p>Hourly paid - Introduced a discretionary sick pay arrangement to discourage people coming to work if they (or someone in their household) considered they had Symptoms. Set up sick pay arrangements.</p>	L		MW	Mar 20	Mar 20
		M	<p>Relaxed standard reporting procedures – based on trust Advised on reporting required.</p>	L		MW	Mar 20	Mar 20
	The Business	M	<p>Furlough</p> <p>Through a selection matrix reduced the people on site by 20% due to lack of work</p>	L	<p>Review personnel and workload.</p> <p>Update -Furlough use is ongoing and has been revisited while scheme is still available to use.</p>	WG	Mar 20	Mar 20 Jun 21
		M	<p>Everyone (Hourly Paid) signed agreement to be Furloughed (precautionary) in the event of a full closure. Issue agreements.</p>	L		MW	Mar 20	Mar 20



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Poor Hygiene and not keeping the work area and surfaces clean may allow transmission of the virus.	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Drivers 	H	Hygiene Hand Sanitiser and dispensers are available Set up dispensers and bottles of hand sanitiser 70% minimum alcohol	L	Ensure hand sanitiser is minimum 70% alcohol.	DF	Mar 20	Mar 20
	Vulnerable groups such as	H	Washing facilities and soap are available at all necessary areas	L	Ensure all washing facilities are working and well stocked	DF	Mar 20	Mar 20
	The elderly.	H	Paper towels and hand dryers – and fabric towels	L	Provide paper towels only			
	Pregnant workers.	H	Additional cleaning and wipe downs – sprays and wipes available	L	Provide anti-bacterial sprays and wipes for viruses and instructions for use. Dettol is the preferred brand.	DF	Mar 20	Mar 20
	those with existing underlying health conditions.	H	Personal workspaces – don't touch policy	L	Display signage	DF	Mar 20	Mar 20
	Anyone else who physically comes in contact with you in relation to your business.	H	Made PPE available ahead of Gov UK guidance – gloves, face masks/face shields	L	Provide PPE	DF	Mar 20	Mar 20
		H	Reduced shared equipment – travel between factories. Guidance issued.	L	Provide additional equipment	DF	Mar 20	Mar 20
		H	Clean down the inside of the company vans before and after use, steering wheel, gear knob etc.	L	Provide anti-bacterial / viral sprays and wipes for each vehicle	DF	Mar 20	Mar 20
		H	Clean down office equipment – Desks, computers, keyboards, mouse, photo copiers etc at the start and end of each shift	L	Provide anti-bacterial sprays and wipes – for viruses for each office and area	DF	Mar 20	Mar 20
		H	Clean down all machinery – Keypads, tools, machine etc at the start and end of each shift	L	Provide anti-bacterial sprays and wipes – for viruses for each machine.	DF	Mar 20	Mar 20



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Poor Hygiene and not keeping the work area and surfaces clean may allow transmission of the virus.	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Drivers <p>Vulnerable groups such as</p> <p>The elderly.</p> <p>Pregnant workers.</p> <p>those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business.</p>	H	<p>Hygiene</p> <p>We have four full time cleaners who fully clean and sanitise each site daily. This equates to 20+ hours of cleaning per day.</p> <p>High traffic areas and shared facility areas are cleaned repeatedly during the day by the cleaners. Including door handles.</p> <p>We have labourers on nightshift who clean all door handles and sanitise at regular intervals.</p> <p>We have made anti- bacterial and anti viral wipes and sprays freely available to all personnel.</p> <p>We have made minimum 70% alcohol hand sanitizer available at all entrances and exits and in the rest areas and also freely available to all other areas.</p> <p>We have washing facilities in each factory that is kept fully stocked up and regularly cleaned down. We have removed fabric hand towels and replaced with disposable hand towels instead.</p>	L	<p>Regularly update cleaners with any changes in legislation.</p> <p>Ensure all cleaners have adequate PPE</p> <p>Ensure stock levels of all products are maintained</p>	DF	Mar 20	Mar 20
	As above	H	<p>The area must be fully cleaned down with anti- viral / anti-bacterial wipes and spray. (which should have been completed at the start and end of each shift)</p>	L	<p>Regularly update cleaners with any changes in legislation.</p> <p>Ensure all cleaners have adequate PPE</p> <p>Ensure stock levels of all products are well maintained</p>	DF	Mar 20	Mar 20
An area where someone has been working and has had symptoms of the virus or has tested positive	As above	H		L		Stores	Mar 20	Mar 20
						Stores	Mar 20	Mar 20
						Stores	Mar 20	Mar 20
						DF/	Mar 20	Mar 20



			The manager or team leader of the office or area must take responsibility to organise this. If identified someone has been onsite for a prolonged period while Covid positive a deep clean should be arranged.		Contact external cleaners if required to complete a deep clean.	Directors		
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Not being able to maintain social distancing and keeping 2 metres apart where required. Transmission of the virus may occur if distancing is not maintained	Employees and all other persons on the premises.	H	Introduce line markings/Foot markings on the floor in High Risk areas	L	Carry out line marking and review for effectiveness.	DF	Apr 20	Apr 20
		H	Issue first aiders with face masks or face shields in case they need to treat someone and are in close contact.	L	Consult with First aiders and carry out any necessary training.	MBA	May 20	May 20
		H	Any activities that cannot be performed whilst maintaining the 2 metre distancing guidelines need to be reviewed and changed if practical, but if not then they should be performed wearing PPE such as facemasks or visors.	L	Team Leaders to police this and implement where necessary	T/L	May 20	May 20
		H	Floor markings and signs around vending machines, canteens, rest areas, toilets and offices to remind people to maintain 2 metre distance.	L	Review markings regularly for effectiveness	All	May 20	May 20
		H	Review the requirement for signature on delivery paperwork and investigate a photo instead so we don't have to touch the documents	L	Most companies are using tablets now so no paperwork is produced.	Desp Team	Apr 20	Apr 20
		H	Create one-way systems where possible	L	Order floor arrows and signs	DF	May 20	May 20



		M	Free drinks vend to discourage people going into the canteen areas for drinks. Set up free vending.	L	Set up free vending on machines	LM	Apr 20	Apr 20
		H	Relaxed eating rules on the shop floor to discourage people going into the canteen. Issue instructions.	L	Communicate via Team Brief	T/L	Apr 20	Apr 20
		H	Removed seating in canteen to discourage people gathering	L	Seats removed	DF	Apr 20	Apr 20
		H	Cordoned off cubicles and sinks in shared toilets where necessary to stop use	L	Signage and floor tape	DF	Apr 20	Apr 20
		H	Reinforced social distancing – changed working practices, flexibility on site. Issue instructions.	L	Signage and floor tape	T/L	Apr 20	Apr 20
		H	Reorganised office seating arrangements – opened up additional office space. Set up new office areas.	L	Set up office areas	CT/DF	Apr 20	Apr 20
		H	Re organised shift patterns/work centres – reduced density. Review shifts.	L	Organise shifts	WG/MW	Apr 20	Apr 20
		H	Limited visitors and Customers delivery points. Advise visitors.	L	Send out notifications	All	Apr 20	Apr 20
		H	Closed reception – direct dial contacts. Put notice in reception and insert footer on e-mails.	L	Sort documents	MW	Apr 20	Apr 20
		H	Questionnaires in reception for all visitors (service engineers etc. and temperature probes	L	Set up reception area	DF	Mar 20	Mar 20
		H	Suspended non-essential travel / visitors / maintenance. Advise staff and visitors	L	Send out notifications	All	Mar 20	Mar 20



Risk Assessment Record					Ensure all actions are complete			
An employee has been onsite who has tested positive/ has symptoms / or has been asked to self-isolate by track and trace. *This also includes a family member having symptoms or testing positive and also members of the employee's bubble/child care support bubble. See 48 Hour rule in this instance.	Employees (and employees families) Contractors Visitors onsite (Visitors are restricted- see separate section)	H	No employee should attend site if showing any symptoms, has been told to isolate or a family member, bubble or childcare support bubble has symptoms or has tested positive. A full procedure is in place to identify close contacts and the actions to be taken. <ul style="list-style-type: none">- Employees need to contact either their team leader of Michele Watson as a means of informing Express of their symptoms/ diagnosis.- (Whoever is contacted first needs to inform the other)- The employee should be asked at the time when they were last in work and who they believe their close contacts have been.- Close contact is defined in our COVID advice document (COVID 1)- The team leaders then corroborate if there is anyone else that should be identified as a close contact.- All close contacts are also to be sent home from site (if we are awaiting a test result isolate until result returns or if already know the employee is positive they should isolate under government guidance). No test is required	M	Ensure all team leaders and HR are clear on the policy and steps to follow All cases reported to Board of Directors for discussion Review ongoing government guidance	CT/GTA MW	Jun 20	Jun 20



			unless they develop symptoms. - If any decisions are needed about close contact the Directors are always available to be consulted where required. - See separate point on cleaning of work station / space and when a deep clean would be deemed necessary. Government guidance should be followed for isolation rules.					
Someone arrives onsite with symptoms/or has tested positive *This also includes a family member having symptoms or testing positive and also members of the employee's bubble/child care support bubble. See 48 Hour rule in this instance.	Employees (and employees families) Contractors Visitors onsite (Visitors are restricted- see separate section)	H	As with above no employee should be onsite with symptoms or having tested positive.* - The employee will be sent home immediately to get tested and isolate in line with government guidance - The steps above would then be followed Including the full cleaning procedures outlined separately. - A subsequent disciplinary procedure would be needed.	L	Ensure all team leaders and HR are clear on the policy and steps to follow All cases reported to Board of Directors for discussion Review ongoing government guidance	CT/GTA MW	Jun 20	Jun 20



Risk Assessment Record					Ensure all actions are complete			
Relaxation of guidance causing employees to not be as stringent with their cleaning routines / following company policies.	Employees (and employees families)	H	Weekly team brief to include specific COVID section.	L	Section to remain in weekly reporting	DF	May 21	May 21
	Contractors	H	Any government guidance changes to be communicated with all staff via a chairman's statement or JCC.	L	JCC meetings can be called on the same day at short notice to communicate urgent messages	CT/MW	May 21	May 21
	Visitors onsite (Visitors are restricted- see separate section)	H	All signage, one way systems, hygiene stations remain in place	L	COVID marshals to help monitor observance of policies	MW	May 21	May 21
		H	H&S walk around are continuing on a weekly basis to ensure masks are being worn, one way systems are being adhered to.	L	Completed by Directors and chairman on a weekly rota	Directors/DF	May 21	May 21
		H	Continued increased cleaning schedule across all sites	L				
Travel policy for foreign holidays	Employees (and employees families)	H	The government guidance is being regularly updated for changes in policy around foreign travel	L	Travel policy to be circulated so employees have guidance if / when booking trips	MW	Jul 20	Jul 20
	Contractors							
	Visitors onsite (Visitors are restricted- see separate section)	H	There is currently a traffic light system in place that should be adhered to by all employees.	L	To send a reminder of the policy and also include revised traffic light system in light of Portugal removal.	GTA/CT	Jun 21	Jun 21
		H	The current Covid quarantine and overseas travel policy should be followed by all employees.	L				
			Disciplinary action will be taken if the restrictions aren't followed.					



General information	PPE requirements
<p>This was an implementation Plan that evolved (started end of Feb) on a daily/weekly basis as no one knew what to expect next.</p> <p>Express Engineering have reacted to Gov UK guidance as it was published daily on the official website and implemented what we could as soon as we could for the safety of our employees and the sustainability of the business.</p>	<p>PPE:</p> <p>Safety glasses to be worn at all times.</p> <p>Safety shoes to be worn when off the walkways or in the yard.</p> <p>Gloves to be worn when required - see end sheet</p> <p>Washing facilities and hand gel are available.</p> <p>Wash hands regularly for 20 seconds and do not touch your eyes, nose or mouth.</p> <p>Face masks and visors must be worn when leaving your work station or walking around the factory- provided to each employee by Express.</p>

Risk Ranking Matrix

(Risks should be rated and classified as **HIGH**, **MEDIUM** or **LOW** based upon consequences and likelihood of occurrence.)

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

DEFINITIONS

Very Likely	Occurs repeatedly / event only to be expected
Likely	Not surprised / will occur
Possible	Could occur sometimes
Unlikely	Unlikely, though conceivable
Very Unlikely	So unlikely that probability is close to ZERO

LAWS OF HUMAN NATURE – 1st Law – Never rely solely on common sense, as it is much less common than is generally assumed

2nd Law – Always rely on “Sods Law” if someone can do it, sooner or later someone will



Guidance Notes

<p style="text-align: center;">WHAT ARE THE HAZARDS</p> <p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the checklist as a guide to review the following areas:</p> <ol style="list-style-type: none"> 1. Workplace * 2. Work Equipment 3. Hazardous Substances * 4. Work Practices * 5. Ergonomics 6. Manual Handling 7. Personal Protective Equipment * 8. Noise 9. Display Screen Equipment * 10. Fire and Explosion 11. Natural Hazards * 12. Other <p>* Reference to the appropriate Regulations and a more detailed assessment may be required.</p>	<p style="text-align: center;">EXISTING CONTROLS AND PRECAUTIONS</p> <p>Have precautions already been taken against the risks from the hazards you listed? For example, have you provided:</p> <ul style="list-style-type: none"> ❖ Adequate information, instruction and training? ❖ Adequate systems or procedures? <p>Do the precautions:</p> <ul style="list-style-type: none"> ❖ Meet the standards set by legal requirements? ❖ Comply with the recognised industry standard? ❖ Represent good practice? ❖ Reduce risks as far as reasonably practicable? <p>If so, then the risks are adequately controlled, but you still need to indicate the precautions you have in place. You may refer to procedures, manuals, company policy etc giving the information.</p>
<p style="text-align: center;">PERSONS EXPOSED</p> <p>There is no need to list people by name, just groups of people doing similar work or who might be affected.</p> <ul style="list-style-type: none"> ❖ Office staff * ❖ Operators * ❖ Maintenance Personnel ❖ Contractors * ❖ Cleaners * ❖ Members of the Public * <p>Pay particular attention to:</p> <ul style="list-style-type: none"> ❖ Staff with disabilities * ❖ Visitors * ❖ Lone Workers ❖ Inexperienced Employees 	<p style="text-align: center;">ACTION REQUIRED</p> <p>What could you reasonably do for those risks, which are not adequately controlled?</p> <p>You will need to give priority to those risks, which affect large numbers of people or could result in serious harm. Apply the principles below:</p> <ul style="list-style-type: none"> ❖ Remove the risk completely ❖ Try a less risky option ❖ Prevent access to the hazard (e.g. by guarding) ❖ Organise the work to reduce exposure ❖ Issue personal protective equipment ❖ In all circumstances provide information, instruction & training



Hazard Category Checklist

1. WORKPLACE			2. WORK EQUIPMENT		3. SUBSTANCES HAZARDOUS TO HEALTH		4. WORK PRACTICES			
1	Ventilation	✓	1	Stability	1	Labelled Harmful, Toxic etc;	✓	1	Design of Task/Work Pattern	✓
2	Temperature	✓	2	Vibration	2	Pesticides		2	Automation	
3	Lighting	✓	3	Moving Parts	3	By Products (Dust, Fumes,)		3	Work Instruction	✓
4	Emissions	✓	4	Electric Shock	4	Asbestos, Lead etc		4	Communication	✓
5	General Housekeeping	✓	5	Equipment Temperature	5	Micro Organisms	✓	5	Operator Control	
6	Uneven Flooring		6	Radiation (Ionising)	6	(Viruses, Bacteria etc)	✓	6	Training Requirements	✓
7	Work at High Levels		7	Pressure Systems	7	Carcinogens		7	Performance Requirements	
8	Roof Work		8	Machine Controls	8	Storage/Handling		8	Constant Supervision	
9	Falling Objects		9	Isolation/Lock Off	9	Exposure Frequency	✓	9	Working Alone	
10	Slips, Trips, Falls		10	Breakdowns	10	Exposure Duration	✓	10	Fitness	✓
11	Traffic-Gas, Electric, Diesel		11	Maintenance Procedures	11	Other – Anti bacterial sprays & hand gel	✓	11	Health Surveillance Needs	✓
12	Doors/Windows		12	Work Within Guards				12	Other	
13	Confined Spaces		13	Production Changes						
14	Boilers		14	Cleaning Requirements	✓					
15	Trenches/Pits		15	Hand Tools						
16	Access/Egress		16	Knives						
17	Other – 2 metre distancing	✓	17	Portable Tools						
			18	Portable Electrical Tools						
			19	Other						
5. ERGONOMICS			6. MANUAL HANDLING		7. PERSONAL PROTECTION EQUIPMENT		8. NOISE			
1	Posture		1	Stooping, Stretching, Twisting	1	General Requirements	✓	1	Work Area	
2	Force		2	Distance Carried	2	Head	✓	2	Equipment	
3	Movement		3	Weight of Load	3	Eyes	✓	3	Duration	
4	Design & Layout		4	Shape, Handling Difficulties	4	Foot	✓	4	Frequency	
5	Other		5	Space, Floor, Lighting	5	Hand/Arm	✓	5	Protective Equipment	✓
			6	Individual Capability	6	Ear	✓	6	Hearing Protection Zone	
			7	Lifting/Carrying Equipment	7	Mask and visors	✓	7	Other	
			8	Other						
9. DISPLAY SCREEN EQUIPMENT			10. FIRE AND EXPLOSION		11. NATURAL HAZARDS		12. OTHER			
1	Screen Glare/Reflection	✓	1	Flammable Substances	1	Ice/Snow		1	Coronavirus	✓
2	Keyboard Location	✓	2	Flammable Atmosphere	2	Wind				
3	Hand/Arm Movements	✓	3	Storage Systems	3	Fog				
4	Work Station Layout/Space	✓	4	Ignition Sources	4	Flood				
5	Chair Stability and Adjustmt	✓	5	Waste Disposal	5	Light				
6	Task/Variety/Breaks	✓	6	Spillage/Leakage	6	Other				
7	Software Usage	✓	7	Specialist Suppression/Detection						
8	Other		8	Other						

Details of personal protective equipment required – controlled by the store-man – it must be signed for

Individuals work uniform, dust coat or boiler suits are ordered from the stores.

Heat resistant boiler suits are available for the welding department and ordered from the stores.

Safety glasses to be worn at all times.

Non-prescription safety glasses are available from the stores.

Prescription safety glasses are sourced from BN optical after an eye test.

Safety visors for deburring or for welding are available from the stores.

Safety footwear is to be worn if you are off the pedestrian route.

High viz jackets are to be worn if in the yard area or driving fork lift truck.

Dust masks are to be used if deburring.

Face masks with replaceable filters are to be used when carrying out NDE process.

General purpose Nitrile disposable gloves are to be worn when handling oils and chemicals.

General purpose safety gloves are to be worn for general manual handling jobs – code 4131.

Latex coated safety gloves are to be worn for general purpose manual handling of wet parts – code 2243.

Cut protective gloves are to be worn when handling swarf or parts with sharp edges – Grip Z code 4542.

Anti-impact gloves are to be worn for carrying out high impact activities – code 2122.

Heat protective gloves are to be worn for hot work such as in the welding area – Code 4341.

Additional Covid 19 PPE

Hand sanitiser (70% alcohol) and wipes (anti-virus) are available for all areas – Dettol preferred but equivalents are available – always refer to instructions for use.

Anti- bacterial cleaner is available for all areas must be for viruses – Dettol preferred but equivalents are available – refer to instructions for use.

Face masks or visors must be worn when you move from your desk / work station or are walking around the factory.